

Delbarton Student Handbook 2008-2009

INTRODUCTION

Delbarton is a community of young men of good character who have demonstrated scholastic achievement and capacity for further growth. The faculty, assisted by active student leadership, supports you both in your effort toward intellectual development and in your commitment to helping build a community of accountable persons who share common values. The school community encourages you to become an independent seeker of knowledge, not a passive recipient, and to assume responsibility for both learning and judgment. These skills will enhance your intellectual maturity, strengthen your contribution to the life of the school community, and strengthen your contribution to society.

Every community has rules and regulations, which must be observed; Delbarton's regulations, academic and social, are relatively few. The premise of these regulations is that each of us, entering with others in a common educational experience, shares responsibility for developing and maintaining standards and values, which contribute to the welfare of the entire School. The academic standards and values outlined in this handbook represent the school's expectations of all students and require a personal commitment toward a high level of academic performance, personal behavior and mutual concern for the total community.

Delbarton, a private Catholic school, adheres to a long standing policy of admitting students of any race, color, religion, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, racial or ethnic origin in the administration of its educational policies, admission policies, athletics and other school administered programs.

ACADEMIC AND CURRICULUM MATTERS

CURRICULUM REQUIREMENTS

A student in good academic standing shall be eligible for the Delbarton diploma upon successful completion of all his courses. The specific departmental and school requirements may be found in the *Program of Studies*. The booklet also contains the requirements for Middle School matriculation and achievement.

At each grade level there are required courses. Exceptions may be made depending on the grade level at which a student enters the school.

COURSE SELECTION

Following the end of the Winter term, students in consultation with their guidance counselor and their parents, will register for their courses for the forthcoming year using as a guide the course requirements listed in the *Program of Studies*.

COURSE CHANGES

Changes in courses selected by a student can be made until the end of the first cycle of the first term. Such changes must be approved by a student's guidance counselor and, in some instances, the department chairperson.

STUDENT PERFORMANCE

Academic work at the School is graded as follows: 4 (superior); 3 (good); 2 (average); 1 (passing); 0 (failure). On a scale based on percentage grading, the minimum passing grade is 65. To calculate a grade-point average, use the following quality-point equivalents: 4+ = 12; 4 = 11; 4- = 10; 3+ = 9; 3 = 8; 3- = 7; 2+ = 6; 2 = 5; 2- = 4; 1 = 1; 0 = 0. *Notice there are no equivalents for 1+ and 1-.*

The following table indicates percentage equivalents for grading:

4+ = 100, 99, 98, 97	3+ = 89, 88, 87
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4 = 96, 95, 94, 93	3 = 86, 85, 84, 83
4- = 92, 91, 90	3- = 82, 81, 80
2+ = 79, 78, 77	1 = 69, 68, 67, 66, 65
2 = 76, 75, 74, 73	0 = Below 65
2- = 72, 71, 70	

INC = Incomplete. Requirements for the course have not been met. The requirements must be completed within two weeks; such a grade excludes a student from the Headmaster's List.

ME = Medical Excuse. This applies to physical education courses from which a student is excused for medical reasons.

WD = Withdrawn. A student has withdrawn from the course and no credit or grade is awarded.

WAV = Waived. A requirement or course has been waived due to demonstrated proficiency. No credit is given for this requirement or course, nor is it included in any calculation.

P = Pass. **F** = Fail.

* An asterisk preceding a mark indicates the course is a transfer from another school that has been accepted as an equivalent course.

The final grade for the year (CrsFINAL) in each major; three-term course is the average of four grades: each of the three marking periods (END TERM) has a weight of two sevenths (2/7), plus the grade of the final exam (EXAM), which has a weight of one-seventh (1/7). This calculation is based on the 4, 3, 2, 1, 0 grading scale and its equivalent quality points. Also, in any full year course, if a student fails two terms, or any term and the final exam, the teacher may give a zero for the final grade (CrsFINAL).

HONOR ROLL

A student is eligible for the honor roll if he has completed all the required work to the satisfaction of his instructor by the end of the term. A grade of 0, 1 or INC in any course disqualifies a student from the honor roll. Minimum averages for each level are: Highest Honors 10.0, High Honors 9.0, and Honors 8.0.

The honor roll is calculated by the sum of the product of the grade points earned times the unit value of the course divided by the number of units for included courses. Included courses are those which do not have a GPA symbol on their Course Reference line.

Fall and winter honor rolls are calculated on the END TERM mark. The Spring honor roll is calculated on the CrsFINAL marks for all included full year courses and one-term spring term courses.

ACADEMIC AND DISCIPLINARY REVIEW

At the end of the fall and winter terms, and at the conclusion of academic year, the Committee on Academic Standing (composed of the Assistant Headmaster, the Dean of Admissions, the Dean of Guidance, the Athletic Director, Class Moderators, Guidance Counselors, and chaired by the Dean of Faculty) will meet to review the overall performance of each student. If a student's academic, disciplinary and/or co-curricular performance are considered unsatisfactory he may be placed on either academic or disciplinary probation, or, in certain instances, be separated from the School.

Probation is a time of heightened scrutiny. The parents and student will be informed the probation, its rationale, and the length of time it is to last. During a probation, the student must meet all the conditions outlined by the Committee. Failure to meet the conditions is grounds for separation. The Committee also reviews cases of serious disciplinary and academic

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problems, which jeopardize the future of a boy at the School. The Committee is aware of its responsibility to provide a fair and just evaluation of cases brought before it.

Academic Warning- If a new student receives a zero or multiple ones at the end of the Fall or Winter term, he will receive a warning letter from the Dean of Faculty indicating the gravity of his academic standing. If the student's grades do not improve in the following term, he will be placed on academic probation and his status will be reviewed at the end of the school year.

Academic Probation- If a returning student receives a zero or multiple ones at the end of any term, he will be placed on academic probation for the year and his status will be reviewed at the end of each term and at the end of the year. Any student with multiple ones or a zero for final grades at the end of the academic year may be separated from the School.

Disciplinary Warning- A student who is given a Code Infraction for a code violation will receive a warning from his Class Moderator. The incident will be filed in the student's disciplinary file and the Moderator will inform the parents. Multiple infractions can lead to a recommendation of suspension, disciplinary probation or separation.

Disciplinary Probation - If a student fails to live up to the code of behavior outlined in this student handbook or ignores advice or warnings provided by the School, the Moderator will recommend to the Assistant Headmaster that the student be placed on disciplinary probation. This probation will last for one calendar year and the Committee on Academic Standing will review his status at the end of each term. A student who violates a code during his probation may be separated immediately from Delbarton.

Seniors - If a senior receives a zero or three ones at the end of a term, he is sent a probationary letter. In order to graduate a senior must fulfill the terms of probation set by the Committee. In addition, a senior may not have final grades that include a zero. Any senior who fails a spring term course and fails the final exam in the same course, will fail the course for the year and be disqualified for graduation.

FINAL EXAMINATIONS

The faculty and administration of Delbarton School deem the experience of final examinations an important learning experience. In order to guarantee that these end of year tests be a learning experience and a measure for the faculty of the mastery of subject matter and skills, the following policy has been approved.

- Students enrolled in Advanced Placement Courses, who are in good academic standing and who sit for that examination, will be exempt from a final examination in that course.
- No exemption from final examinations will be given in any other courses.
- Final examinations will be departmental and will attempt to help the student see what is important in the course and to aid the teacher in an assessment of what has been learned and what skills have been mastered.
- All final examinations will be two hours in length.
- The length of Middle School examinations will be varying lengths as determined by the Middle School faculty.
- Teachers of one-term courses will administer examinations at the end of the term if deemed necessary.

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ACADEMIC FAILURES

In addition to the policy on Academic Probation, any boy who fails a course or receives multiple ones, may be separated from the School. If a boy fails a course, because of extenuating circumstances, he must pass a departmental exam given at the School in the first two weeks of August in order to enter the next grade. Though the School does conduct a summer program of classes or tutoring, such a program at another school may be helpful in preparing for the exam.

REMEDATION

If a student is having trouble with a course, it is important that he see the teacher immediately and discuss his difficulties. It is important that he not wait for the mid-term progress report or term report to see his teacher, but that he should see the teacher as soon as he experiences difficulty understanding material. The student will find, especially in cumulative courses (i.e., one day's work depends upon the previous day's work), that the longer he waits to get academic help, the more difficult it will be to catch up and stay with the material. Moreover, the student must inform and seek assistance from his Counselor immediately; he should not wait for the next scheduled appointment.

ACADEMIC INTEGRITY (Matters of cheating and plagiarism)

A Delbarton student should have respect for himself, for others and for the institution. He should act with integrity in all domains of activity and with personal honor in all matters. Instances of cheating, plagiarism, fabrication, or other forms of academic dishonesty violate the principles of integrity and personal honor, demonstrate a lack of respect for school and self, and are a serious breach of the honor code. Students must uphold the trust placed in them to ensure that Delbarton maintains an intellectually challenging and healthy learning environment. Cheating on any work done for academic credit or during any testing situation, or plagiarizing on any class assignment is a serious infraction. The spirit of academic integrity implies that the work you submit is your own work.

Cheating is defined as any attempt to look at or copy another student's academic work, or to communicate with another student verbally, by signal, or in any other manner, any information concerning the work. "Work" is defined as an examination, quiz, graded homework, problem set, computer program, class assignment, or similar exercise being done for academic credit in a course. Cheating is also the use of any unauthorized materials, such as notebooks, notes, textbooks, electronic devices or other sources, not specifically designated by the teacher for student use, or to engage in any other activity for the purpose of seeking or giving aid on any work done for academic credit.

Plagiarism is defined as copying from a book, article, notebook or other source material (whether published or unpublished, in print or on the World Wide Web) without proper citation through the use of quotation marks, footnotes, or other customary means of identifying sources. Plagiarism includes presenting someone else's ideas, words, writing, experiments or computer programs as one's own. Plagiarism shall also include submission, without the consent of the teacher, of an assignment already tendered for academic credit in another course.

Cases of academic dishonesty are major infractions of the School's code of honor. These cases are handled by the Moderators and the Assistant Headmaster. Students will receive failing grades (a percentage score of 60%) for work they submit which is not their own or for which they have not given proper acknowledgment. In cases of cheating or plagiarism the student has recourse to the Judicial Committee of the Student Council. It will be the task of this board to determine the validity of claims and make recommendations to the Headmaster, whose decision is final. After the first proven incident of cheating or plagiarism, the student will receive a letter of warning and will likely be placed on disciplinary probation. A second proven

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incident will result in dismissal. Any student who knowingly cooperates in an act of cheating or plagiarism is subject to the same measures.

BEHAVIOR CODE

The School's code of behavior is designed to enable the faculty and the students to build a learning community in which members can more readily enjoy the delight that emerges from a common and concerted effort to exercise the mind. The code supports the objective of developing a community of intelligent and self-sufficient individuals, but also a community of moral strength in which all individuals are respected and in which the individual himself is responsible to the community for his decisions and actions.

The School's code eschews the exploitative, the manipulative, the coercive, or the negative and merely punitive approach to school discipline. The School honors the principle that the development of self-discipline and self-actualizing occurs in the young man who becomes increasingly aware of his own behavior and motivations, and more responsible to the needs of others, and more tolerant of their differences.

THE MODERATOR

Although all members of the faculty seek to help students grow as members of a community, there have been assigned to each class a Moderator who attempts to more directly emulate Socrates, the "Gadfly of Athens," in that he seeks to engage young men in conversation to help them raise their consciousness about the choices they make in living with others. Through such engagement, the Moderators try to help the student reflect rationally on his own behavior, to explore with the student the range of motivations that underlie specific behavior, and to try to identify consequences of choices in behavior both for oneself and for others. They discuss with students behavioral or attitudinal "problem areas", and the selection of choices that would lead to rational behavior. If the need arises, the Moderator will contact the parents of a student to discuss a problem area or disciplinary matter. In certain circumstances, the Moderator and/or Assistant Headmaster will meet with the student and his parents to address specific areas of concern. In addition to the role of disciplinarian, Moderators organize class activities and oversee the general health and well being of the class.

DISCIPLINARY ACTION: SEPARATION-SUSPENSION

The Assistant Headmaster and Class Moderator shall suspend (in-school or out-of-school) a student or recommend separation to the Headmaster when there seems to be sufficient cause. *The School reserves the right to separate at any time a student whose conduct, influence, spirit, industry, progress or academic standing is regarded as undesirable or unsatisfactory, or whose actions negatively impact the school community. Because Delbarton demands that students act with character, integrity and honor at all times, this behavior extends to off-campus and non-school related activities.*

The following are a few offenses for which a student may be dismissed *at any time* from Delbarton:

1. Serious verbal or physical attack on a member of the faculty or another student;
2. Stealing or vandalism;
3. Possession or use of illicit drugs or alcoholic beverages;
4. Plagiarism or cheating after second offense.

In some instances, the nature of the violation might indicate that temporary separation from the community is appropriate. These situations will result in a suspension from school, which will vary in length of time from situation to situation. The Assistant Headmaster or Moderator shall have the right to temporarily suspend a student pending completion of an investigation, or completion of the proceedings of the Judicial committee. The Headmaster has final authority in all cases involving discipline.

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JUDICIAL COMMITTEE

We acknowledge that there may be a situation in which a student believes there has been an unjust or unfair resolution to a disciplinary matter. Every student involved in a major rule infraction (facing separation, suspension or disciplinary probation) is entitled to a review, when possible. A student has the right to appeal directly to the Headmaster or to the Judicial Committee. The Judicial Committee composed of students, faculty and administrators, is an accessible vehicle for hearing and recommending a fair resolution to a conflict. The Judicial Committee is composed of five student leaders and four faculty members, with the Assistant Headmaster serving *ex officio* as the non-voting Chairman of the Committee. The rules and procedures of the Judicial Committee are outlined in Article IV of the Delbarton School Constitution. The Committee makes non-binding recommendations for disciplinary action to the Headmaster. He shall make the final determination in all disciplinary actions.

DUE PROCESS

The school recognizes its obligation in both disciplinary and guidance situations, to share with parents concern about unusual behavior on the part of a student that appears to interfere with the educational process for that student and/or other students. In such instances the appropriate faculty member, administrator, advisor, counselor, or moderator will make the contact to parents.

For serious offenses that may lead to separation, the Headmaster or Assistant Headmaster will contact the student's parents and set up a preliminary meeting to discuss the facts surrounding the incident. Following this meeting, the School will determine if the incident is serious enough that the student may be separated from school. A student then has the opportunity to present his case to the Judicial Committee or to the Headmaster.

In some cases and after full discussion with the student and parent, the student may choose not to participate in the Judicial Committee or the Headmaster. In such instance, the student will accept the decision of the Headmaster.

At the end of the fall and winter terms, and at the conclusion of the academic year, the Committee on Academic Standing will meet to review the overall performance of each student. If a student's academic, disciplinary and/or co-curricular performance is considered unsatisfactory he may be placed on either academic or disciplinary probation, or, in certain instances, be separated from the School.

SEARCHES

In order to protect the safety, health, property and values of all members of the community, the school reserves the right to call for a search of a student's locker, book bag, automobile, or person, and to take the contents as evidence. Such searches will be with reasonable cause and with due regard for the dignity of the student. Before conducting the search, permission from the Headmaster or Assistant Headmaster must be obtained. A second adult must be present during a search.

THE LEARNING ENVIRONMENT & THE SCHOOL DAY

In a learning community, the student is expected to respect the conditions, protocol and policies established to facilitate the learning process.

Absences

A. Excused Absence

Attendance is necessary for learning. Absence from school is permissible for personal illness, death in the family, or emergencies (also see *prearranged absence* section for other circumstances). Students who have an excused absence will be allowed to make up work. A student who is absent more than five days in one term will have his status reviewed by the School.

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The following procedure should be observed in the case of absences:

A phone call should be made to the Main Office by dialing the main school number, followed by extension 2273 (the first four letters of ABSENT) before 8:30 a.m. notifying the school of the student's absence. After 8:30 am, parents should call ext. 3027 to report an absence. In addition, upon returning to school, students must bring a signed parental note from home explaining the nature of the absence. Failure to have parental notification will result in the absence being counted as unexcused until confirmation is received. If the absence is of several days' length, please contact the Guidance Counselor or the Main Office to make arrangements to collect homework assignments and books.

Upon returning to school after an illness, a student should report to the Main Office for a readmit slip. This slip is to be signed by all of his teachers when reentering class. It is the student's responsibility to obtain the necessary signatures. This slip should be returned to the Assistant Headmaster's office at the end of the school day.

Students who return to school after receiving medical treatment for an injury or for a serious communicable disease, such as chicken pox, mononucleosis, etc., should report to the nurse before attending classes.

B. *Prearranged Absence*

While the School prefers that students not make appointments during school hours, we understand that in certain circumstances missing school is unavoidable. A student may receive advance (prearranged) approval from the school for an absence in case of a funeral, hospitalization, illness or doctor's appointment, religious holiday, legal obligation or a driving test. In addition, juniors and seniors may be excused for college visits (see below).

The student must bring a note from a parent to the Assistant Headmaster stating the reason for the absence; this note must be presented at least four days prior to the absence. Once it is determined that the absence shall be excused under the prearranged guidelines, the Assistant Headmaster or Headmaster will authorize the excused absence by signing the parental note.

Absences that are not approved under the above guidelines or the failure of a student to follow these procedures will result in an unexcused absence, and be subject to the stated academic and disciplinary consequences outlined in this Handbook. *In all situations the student must learn to be accountable and responsible for his absence and actions within the community.*

C. *Unexcused Absence*

This term is applied to an absence for which the student has not submitted a valid excuse **or** for an absence not approved by the School **or** for any suspensions. This term refers to both daily absences and to an absence from class within the school day-"cutting class". Students who have an unexcused absence are not allowed to make up missed work and will receive a failing grade (50/100) for that day's. In addition, unexcused students may not participate in co- curricular activities for that day.

The official record of unexcused absences will be kept in the Main Office and will be reviewed by the Assistant Headmaster. Repeated unexcused absences may result in separation.

College Visits

Juniors and seniors in good academic and disciplinary standing must plan ahead for their authorized college visitation. The student must present a parental note to the Assistant Headmaster at least 4 days in advance of the visit. Six college days (including pre or post

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admissions) are the maximum allowed, and may be denied based on the student's status. The Official Senior College Day in October constitutes part of the six-day allotment. Juniors are entitled to two of the six college days.

Disruptions

Disruptions in class which stem from lack of respect for the teacher, classmates, or classroom environment compromise the right to learn. If a disruption results in dismissal from class, the student must report to the Assistant Headmaster's office for a readmission slip and expect a conference with the Moderator.

Punctuality

Be on time! Punctuality for classes and appointments is expected of all students. Tardiness to school, classes or appointments is unacceptable and will be reported to the Assistant Headmaster's office. A Tardy Slip will be demanded by teachers for tardiness.

Constant tardiness to school or class is a serious matter. Such behavior indicates an attitude that is inconsistent with learning and shall merit the attention of the Moderator, Counselor and the Assistant Headmaster. Three or more unexcused tardys in a term may result in parent conference and an in-school suspension.

Students must arrive prior to the start of the first Lunch Block classes to participate in athletics or activities that day. In the event of an extenuating circumstance, a student should contact the Assistant Headmaster or the Headmaster.

Students who have the additional responsibility of driving to school are advised that being late three times may result in suspension of driving privileges. Those who ride as passengers may not use the tardiness of the driver as an excuse; tardiness in this instance will result in the recommendation that the student take ordinary school transportation.

Leaving School

Students who must leave school early during the school day (8:15 am- 2:34 pm) should bring a signed parental note to the Main Office and inform his teachers in advance of any class time to be missed (see prearranged absence). Parents should meet students in the Main Office at the prearranged time. Otherwise, students may not leave school grounds during the school day. Leaving school without permission is a serious offense.

Students must sign out with a Main Office secretary when leaving school. In an emergency situation, parents should call the Headmaster, Assistant Headmaster, or Main Office to ready their son for departure.

Messages from Home

Messages from home should be limited to those that are absolutely necessary. Parents may call the secretaries in Main Office who will post messages on the Main Bulletin Board. Messages will not be relayed "door-to-door."

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Quiet

Quiet is important for concentration, thought, and learning. A student should demonstrate consideration for his fellow students in class, study hall, and library by maintaining reasonable quiet in the corridors and outside buildings while classes are in session.

Playing games in the Formal Garden, or in front of Trinity Hall during the school day, is not permitted because it disrupts the learning situation for others. Free time during the day is better used in studying. Loud music from car radios or portable radios (boxes, Walkmen, etc.) is not permitted in the parking areas or in school buildings.

Vacations

Parents are asked to arrange holiday plans within the limits of announced vacation periods. Any infraction of this rule places a burden upon the teachers and the boy, and, furthermore, affects the progress of the rest of the class. The school does not permit early departures and late returns and urges the parents to make no such requests. Because of the consequent hardships, inconvenience and even injustice to the boy himself, his classmates and teachers, extended vacation periods will normally be unexcused absences.

CONSIDERATION FOR OTHERS

Respect for others and self is an essential part of life at Delbarton. The following are some of the expectations; any violation of these expectations may result in immediate disciplinary action, including suspension or separation from Delbarton School.

Harassment and Abuse: Delbarton is committed to providing a working and learning environment that is free of insult, ridicule and intimidation. Actions, words, jokes, or comments based upon sex, sexual preference, gender, race, ethnicity, age or religious identification have no place in this school and will not be tolerated. That you only intended to be funny, that you believed that the recipient of your conduct welcomed it or did not mind it will not be an excuse.

Any member of the Delbarton community who believes that this policy has been violated is encouraged to report the violation to the appropriate school representative. For students, this includes any teacher, counselor, or administrator, up to and including the Headmaster. For any employee, this includes any supervisor or administrator, up to and including the Headmaster. All complaints will be investigated and all persons are assured that no reprisals of any kind will be taken against them for reporting possible violations.

Arsenal: The possession or use of firearms, explosives (e.g., firecrackers) or other harmful weapons is not permitted. This extends to possessing any real or facsimile weapon (paintball gun, air rifle, etc) or possessing a weapon that appears authentic.

Bullying: Acts of hatred or violence against a person will not be tolerated. Bullying or hate crimes based on gender identity or expression and national origin can lead to separation from the school

Fighting: Sensitivity to the dignity and worth of an individual student or teacher is supported and strengthened by appropriate behavior. Fighting or physical assault on another individual undermines the respect and dignity of that person. Disrespect for another student or teacher can be as destructive as fighting. Any physical or verbal abuse can lead to separation from the school.

Litter/Environment: Respect for the physical environment is also an important aspect of community. Litter is an obvious act of disrespect. Students should take active pride in their school grounds and pick up litter.

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Restricted Areas: Certain areas of the campus are considered restricted areas that are not available or open for students.

1. *Cafeteria* - Restricted except for meals and study hall during the school day;
2. *Edward J. Murphy Fitness Center* - During closed times;
3. *Faculty Commons*;
4. *Faculty Residences*;
5. *Formal Garden* - Restricted to all students except seniors;
6. *Gymnasium* - Restricted unless a faculty member is present;
7. *Monastery* - Out of bounds to all students. Students wishing to see a faculty member should ask the receptionist to locate the person;
8. *Old Main - Basement, 2nd, 3rd & 4th floor*;
9. *Pool* - Restricted unless a faculty member and certified lifeguard are present;
10. *Parking lots and wooded areas*;
11. *Schmeil-O'Brien Retreat Center*.

Snowballs: Snowballs can be dangerous to people and property, and throwing is not permitted within fifty yards of buildings and cars. Throwing snowballs with intent to hurt or damage is not tolerated anywhere on campus.

Stealing: Students should manifest a respect for the property and goods of their fellow students and the School. The School community does not tolerate stealing; such actions will merit severe sanctions. If a student is found guilty of stealing, he will be separated from the school. Students can hinder theft by clearly marking all books, clothing, calculators and athletic gear with their names. To prevent theft, locks must be placed on school and gym lockers.

Substance Abuse: Students are not permitted to possess or drink alcoholic beverages, possess or use drugs, narcotics or marijuana, or be under the influence of alcohol or drugs at any time on campus or at school-sponsored activities, (e.g., field trips, dances, athletic events, etc.), or at functions sponsored by other schools.

If the case involves the use, possession or sale of illegal or dangerous substances the student will be reported immediately to the police who will take appropriate legal action. The School is not a refuge from the authorities for a student who has broken the law. Possession or use of illicit drugs or alcohol can lead to separation from the school.

Any student who *voluntarily* seeks help will receive directions and assistance in accordance with the confidentiality laws. The School will support recovery.

Tobacco: Given the weight of scientific evidence, the school cannot condone the use of tobacco in any form (smoking or chewing). Students are not permitted to use tobacco on campus. Students found in violation of this will be subject to the usual disciplinary procedures.

Vandalism: Vandalism demonstrates disrespect for property. Students will be billed for damages incurred through deliberate destruction of school property or through carelessness. Vandalism may lead to separation from the school.

OTHER STUDENT RESPONSIBILITIES

Bulletin Boards

The main bulletin board is located on the first floor of Trinity Hall. Every student is advised to read the bulletin board daily. All important announcements, guidance appointments, announcements of activities at other schools and personal messages are posted on this board.

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Second and third floor bulletin boards are used for supplemental information. Other boards are used for Delbarton Arts Council notices as well as Athletics, Activities and Guidance news.

Dress Code

Respect for self is evidenced by a neat and clean appearance. The dress requirements are a shirt with a collar or turtleneck, no T-shirts, no hooded sweatshirts, trousers (no jeans, painter or military pants), socks and acceptable footwear (no work boots or sandals). Shirts should be tucked in and laces tied. Hats are not permitted in the classroom. If a team jersey is worn, a collared shirt should still be worn underneath. It is important that the student abide not only to the letter but also to the spirit of this code. Jacket and ties will be required for certain days throughout the year.

Fire Drills

Continuous sounding of the fire bell is the signal for all to leave the buildings immediately. (Instructions are posted in each classroom designating the primary exit routes). Doors and windows should be closed quickly. Students should move away from the buildings in silence and report to the classroom teacher so that role may be taken.

Pulling, tampering with or horseplay near any fire apparatus or alarm is a serious offense. When any such student activity activates any fire apparatus or alarm, responsible students will be suspended from school.

Edward J. Murphy Fitness Center

Students using the Edward J. Murphy Fitness Center must first participate in a Training/Safety session with the Athletic Staff, or through the Physical Education program. Fitness Center rules and protocol are to ensure the security of all, and must be observed at all times. No student is allowed in the center at unauthorized times.

Gym

In physical education classes all students are required to wear sneakers, socks and a gym suit acceptable to the instructor. A doctor's note is required to be excused for more than three consecutive gym classes.

ID Cards

ID cards are issued to every student and should be carried at all times. A student may be asked to hand over his ID card by any faculty or staff member in the case of an act of disrespect. ID cards will 1) be used as charge cards in the Delbarton Bookstore, 2) allow students to gain admission to dances, and 3) be used as a form of ID for testing off campus.

Insurance

All students are enrolled in a compulsory Full Excess Student Accident Insurance Plan. Under this plan, benefits are paid on an EXCESS basis, i.e. coverage is provided only for those medical expenses that are NOT covered by other applicable insurance plans. The claim form is available from the school nurse. An application for 24 hours/7 days a week plan is available from the school nurse.

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Internet, Technology and Personal Communication Devices

Delbarton School's information technology resources, including all hardware, software, email and Internet access, are provided for educational purposes. Personal electronic devices are also to be used only for educational purposes during the academic day. Adherence to the following guidelines is necessary for continued access to the school's technological resources and the use of all personal electronic devices. The guidelines are provided here to make you aware of the responsibilities that accompany this privilege.

Students must

1. Respect and protect the privacy of others.
 - Use only assigned accounts.
 - Not view, use, or copy passwords, data, electronic devices or networks to which they are not authorized.
 - Not distribute private information about others or themselves.
2. Respect and protect the integrity, availability, and security of all electronic resources.
 - Observe all network security practices, as posted.
 - Not circumvent security measures in place.
 - Report security risks or violations to a teacher or network administrator.
 - Not destroy or damage data, networks, or other resources that do not belong to them.
 - Register all personal wireless laptops with the Technology department. I-Phones, I-Pods, mobile personal computers, and the like will not be registered and are restricted from our wireless network.
 - Maintain updated antivirus software.
3. Respect and protect the intellectual property of others.
 - Abide by all copyright laws (not making illegal copies of music, games, or movies!).
 - Not plagiarize.
4. Respect and practice the principles of community.
 - Use personal and School technology resources for school-related purposes only during the instructional day.
 - Communicate only in ways that are kind and respectful.
 - Report to a teacher all threatening or inappropriate materials.
 - Not access, transmit, copy, or create material that violates the Delbarton School Handbook (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass).
 - Not access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - Not use School or personal resources for any illegal activity. This includes, but is not limited to, tampering with computer hardware or software, unauthorized entry into computers, and vandalism or destruction of computer files.
 - Not send spam, chain letters, or other mass unsolicited mailings.
 - Not buy, sell, advertise, or otherwise conduct business, unless approved as a school project.

Personal Communication Devices. Personal Communication devices, such as cell phones, I-Phones, I-Pods, Blackberrys and the like, are not crucial academic instruments. Their use is restricted to the outdoor and the common areas of the campus. Personal communication devices are restricted from the Delbarton Wireless Network.

Supervision and Monitoring. No student who uses the information technology resources (ITRs) of Delbarton School for personal or unrelated school interests may claim a reasonable expectancy of privacy. The use of such ITRs is privileged and will be subject to monitoring. School and network administrators and their authorized employees monitor the use of information technology resources, School hardware and personal electronic devices to help ensure that users are secure and in conformity with this policy. Administrators reserve the

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right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

Consequences for Violation. Students using the School's and personal information technology resources and electronic devices follow the same code of conduct used at Delbarton School. Violation of the above rules will result in the same disciplinary actions that would result from similar violations in other areas of Delbarton life. In addition, misuse of the School's and personal information technology resources and electronic devices may result in the loss of privilege to use personal and School technology and electronic devices.

School Day

Buses arrive at the School before 8:10 a.m. Classes begin at 8:15 a.m. and end at 2:34 p.m. One period everyday is a lunch period.

Delbarton employs a six-day rotating cycle with scheduled shortened blocks on certain days to accommodate activities, services, and special programs in its academic calendar. School days are identified by the first letter of the names that appear on the schedule, as are the periods. Whenever the sequence of days is interrupted by a holiday, it is resumed with the next day in order as listed in the calendar unless school is canceled due to snow or an unforeseen emergency, then the day drops out that is missed.

Buses leave from the School at 4 p.m. each day. A late bus leaves the School at 6:00 p.m. for students engaged in activities after 4 o'clock.

Cancellation of School, Snow Days and Emergency Notification.

In the event of a school emergency or the cancellation of school due to inclement weather or other emergency, announcements will be broadcast to the entire school community via the Honeywell Instant Alert Messaging system. Updates on school cancellations can be obtained by phoning the main school number 973 538 3231 and dialing extension 2999.

Sportsmanship

As players or fans, students should set a good example in the area of sportsmanship, attitude and behavior. As an athlete or spectator, a student represents his school in similar fashion and must:

- Recognize that the good name of the School community is more valuable than any game won by unfair play;
- Accept the decisions of officials without undue questioning;
- Direct cheering in support of our players and teams, not against other schools, teams, or athletes;
- Respond with enthusiasm in support of the team, especially when losing or in close games;
- Learn the rules of the various athletic games so that you will be an intelligent spectator;
- Applaud fine play or good sportsmanship on the part of the opposing team;
- Be considerate of the injured athlete on the opposing team;
- Insist on courteous treatment of visiting teams as they pass through campus, and extend the members every possible courtesy;
- Respect the right of the other school's cheerleaders and fans to cheer their team.

Good sportsmanship by athletes and spectators is a positive reflection of Delbarton School. Poor attitude, behavior, and sportsmanship are a negative reflection of our School and Community. As a fan or player, be enthusiastic and spirited, but always show respect for officials, opposing teams and their supporters. Failure to comply with sportsmanship recommendations may result in disciplinary action. In all things let us "do unto others as we would have them do unto us."

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Summer Homework

In some courses, summer homework will be assigned. In some cases, that assignment is necessary for you to maintain your skill level. In others, the summer assignment will better prepare you for the course in September. In more advanced courses, the material covered during the summer is actually part of the course syllabus and therefore a necessary part of the curriculum. You are responsible for the material covered in all summer assignments and can expect to be assessed on that material when you return to school.

STUDENT SERVICES

ATHLETIC CERTIFICATE, VARSITY LETTER, VARSITY JACKET

The School recognizes achievement through participation on interscholastic athletic teams. On the Middle School, Freshman, and Junior Varsity level, the "letter" award is represented by a **Delbarton Certificate** of participation. To be eligible for a certificate, a student must be involved with the team for one-half the season as a player, manager or trainer. This requirement may be waived for injured players.

The awarding of a **Varsity Letter** varies by sport. The requirements for each sport are:

- Baseball:**
1. Coaches' recommendation
 2. Participate in 1/2 total games
 3. Pitchers in at least 1/3 total games
 4. Seniors playing at least two years in program
 5. Injured athletes who have played in at least 1/4 of all games
- Basketball:**
1. Coaches' recommendation
 2. Selected as member of the squad
 3. Practices or plays with the varsity the entire season
 4. Injured athletes who have played in at least 1/4 of all games
- Cross Country:**
1. Coaches' recommendation
 2. Place in the top seven for Delbarton in a conference dual meet
 3. Run varsity in any Conference, County, Invitational or State meet
 4. Senior who has participated for at least three years
 5. Injured athletes who contribute to the success of the program
- Football:**
1. Coaches' recommendation
 2. Play in at least 1/2 total quarters
 3. Starter for no less than four games
 4. Senior who has participated at least two years in program
 5. Injured athlete playing in at least 1/4 total quarters.
- Golf:**
1. Coaches' recommendation
 2. Playing in at least 1/2 scheduled matches
 3. Seniors playing at least two years in program
- Hockey:**
1. Coaches' recommendation
 2. Playing in at least 1/2 scheduled games
 3. Senior who has participated at least two years in program
 4. Injured athlete playing in at least 1/4 total games
- Lacrosse:**
1. Coaches' recommendation
 2. Selected as member of the squad
 3. Practices or plays with the varsity the entire season
 4. Injured athletes who have played in at least 1/4 of total games

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- Soccer:**
1. Coaches' recommendation
 2. Playing in at least 1/2 scheduled games
 3. Senior who has participated at least two years in program
 4. Injured athlete playing in at least 1/4 total games
- Spring Track:**
1. Coaches' recommendation
 2. Place in any three invitational or championship meets
 3. Score an average of one point per dual meet
 4. Seniors who have participated at least three years in program
 5. Injured athletes contributing to success of program
- Squash:**
1. Coaches' recommendation
 2. Compete in at least 1/2 varsity matches
 3. Seniors in the program at least three years
- Swimming:**
1. Coaches' recommendation
 2. Participation in at least half of the dual meet schedule.
 3. Score an average of one point per dual meet
 4. Seniors who have participated at least three years in program
 5. Injured athletes contributing to success of program
- Tennis:**
1. Coaches' recommendation
 2. Compete in at least 2/3 varsity matches
 3. Seniors in the program at least three years
- Winter Track:**
1. Coaches' recommendation
 2. Place in any three invitational or championship matches
 3. Seniors who have participated at least three years in program
 4. Injured athletes contributing to success of the program
- Wrestling:**
1. Coaches' recommendation
 2. Student competing in 60% of conference varsity matches
 3. Any wrestler placing in districts, regionals or state meet
 4. Injured athlete contributing to the success of program

BOOKSTORE

The bookstore is located on the ground floor of the Father Stephen Science Pavilion. The majority of textbook purchases are transacted via the Delbarton online bookstore hosted by MBS Direct. Emergency textbooks and supplies may be purchased in the Delbarton Bookstore. The store stocks a selection of paperback books, athletic equipment, and other items such as Delbarton shirts, jackets, pennants and jewelry. Students may charge items on account, a statement of which is sent home monthly. Hours of operation are posted outside of the bookstore.

CAFETERIA

Students are to eat only during their assigned lunch period. Eating at the unassigned time causes serious disruption of the kitchen's planning and will not be tolerated. We must always respect those who serve us in the cafeteria. Students must bus their own trays and clean up tables after themselves. Pushing and shoving in the line and abusive language shows a lack of

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respect and will not be tolerated. The waste of food is contrary to the Christian values that we as a community uphold.

CAMPUS MINISTRY

Campus ministry aims for the integration of the educational growth of students with faith and values rooted in the Judeo-Christian tradition. Students minister to students, under the direction of adult advisors, through liturgical celebrations, social activities, retreats, nights of recollection, and community service projects.

A tradition at Delbarton is the weekend retreat program for all freshmen designed to introduce the student to the mission of the Delbarton community. The Sophomore retreat and Days of Recollection enable a student to explore his faith in God.

The Eucharist is offered daily to students and faculty. Students are welcome to participate whenever their schedules allow.

The School encourages students to heighten their awareness and responsibility to others through a comprehensive community service program as the "action arm" of our common values and beliefs. Some of these projects are on going (weekly or monthly), while others are *ad hoc* or annual endeavors. Students volunteer for a specific project in the campus ministry office. Some projects are coordinated with nearby independent and public schools and civic organizations. Following is a list of these projects.

Community Service Projects:

Abbey Altar Association

Adopt-A-Grandparent

Amnesty International

Appalachian Project

Basketball Clinic

Beads

Big Brothers

Blood Drive

Bridges

Christmas Gift Drive

Community Soup Kitchen

Crop Walk

D.A.T.F.

E.P.O.C.H.

Food Bank

Fellowship of Christian Athletes

A "Greener" Wave

Habitat for Humanity

Hospital Volunteers

Life Guards

Logos Tutoring Program

March For Life

Neighborhood House

Operation Smile

Relay for Life

SADD

Safe Rides

School Hosts

Thanksgiving Food Drive

Tour Guides

CO-CURRICULAR ACTIVITIES

Participation in activities outside the classroom is essential for achieving a sense of belonging and community within the School. The Delbarton student has the opportunity to participate in a varied program of activities, consisting of interscholastic and intramural athletics, musical groups, drama, literary publications, science clubs, service activities and specific interest clubs. The School actively encourages student participation as an integral part of a young man's development, always supporting the individual's right to choose activities according to his preference, level of interest and ability. The school encourages students to pursue areas of interests, but also to experience activities new to the student. Students may propose new clubs or activities by soliciting the Student Activities Committee of the Student Government and the School Administration. If you have questions about any existing activity or suggestions for new activities, speak to Mr. Chuck Ruebling Assistant Headmaster.

Athletic Program Philosophy

1. Recognizing that athletics plays an important role in the development of the student, the interscholastic athletic program at Delbarton School will consist of those activities aimed at both physical and mental aspects of human growth and development that

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manifest themselves in the pursuit of athletic excellence. The excitement, cooperation and competition, and social opportunities inherent in these programs offer a special educational opportunity for student athletes to reach goals commonly held by Delbarton School.

2. The interscholastic athletic program should be approached with educational objectives, that is to teach student-athletes skills and attitudes that are consistent with the overall objectives and philosophy of Delbarton School. The relationship of coach to athlete bears the same relationship as that of teacher to student. The interscholastic athletic program should be administered and conducted so as to effect the positive development of good sportsmanship, wholesome social and ethical behavior, and a spirit of fair competition and respect for others.
3. The interscholastic athletic program should provide full opportunity for all students to compete in accordance with their abilities, interests and needs. The program should provide maximum opportunity for students who are sufficiently motivated and skilled to participate in a variety of individual and team sports. No student should be deprived of the right to try-out, compete or participate on or for any team because of nationality, race, religion, ethnic background or financial status.
4. The scope of the interscholastic athletic program is limited by facilities, staff, popular interest, and the school administration's ability and willingness to support it financially or otherwise.
5. The interscholastic athletic program should be administered and conducted with a view towards maximum safety and security for all competitors, officials and spectators.
6. The interscholastic athletic program should be administered and conducted in full compliance with the rules and regulations of the Northern Hills Conference, the Morris County Athletic Director's Association, and the NJ Interscholastic Athletic Association.

Athletic Program Objectives

1. To provide opportunity for students to strive for excellence in the practice and performance of athletics and assigned tasks.
2. To develop strength of character, social competence, and ethical and moral values consistent with the needs and demands of community and society.
3. To encourage the development of a stronger and healthier young man, with a sound mind, and a healthy work ethic.
4. To promote the practice of self-discipline and emotional maturity in learning to make decisions in competitive and pressure situations.
5. To develop a sense of balance between "work" and "play."
6. To teach participation as member of a team, and to encourage contribution to the success and well-being of a team.
7. To motivate students to improve individual athletic playing skills through practice and preparation.
8. To teach students the rules and strategies of a particular sport, the importance of adhering to the rules, and respect for both the officials administering the rules and their decisions.
9. To demonstrate that participation on an interscholastic sports team has responsibilities that students must properly fulfill in order to compete.
10. To develop in students an understanding of the value of athletics in a balanced educational process.

Activities Program Philosophy

1. Recognizing that activities and clubs have an important part in the development of the student, the co-curricular program at Delbarton School will consist of those activities aimed at social, interpersonal, and mental aspects of human growth and development. The excitement, cooperation and competition, and social opportunities inherent in these

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programs offer a special educational opportunity for students to reach goals commonly held by Delbarton School.

2. The co-curricular activities program should be approached with educational objectives, to teach students skills and attitudes that are consistent with the overall objectives and philosophy of Delbarton School. The relationship of faculty advisor to student bears the same relationship as that of teacher to student. All activities should be administered and conducted so as to effect the positive development of participation, wholesome social and ethical behavior, and a spirit of cooperation, respect for others, and where appropriate, to foster fair competition.
3. The co-curricular activities program should provide full opportunity for all students to participate in accordance to their abilities, interests and needs. The program should provide maximum opportunity for students who are sufficiently motivated to participate in a variety of individual and club activities. No student should be deprived of the right to become a member of, participate on, or audition or try-out for, any activity because of nationality, race, religion, ethnic background or financial status.
4. The scope of the co-curricular activities program is limited by facilities, staff, popular interest, and the school administration's ability and willingness to support it financially or otherwise.
5. Faculty advisors should administer and conduct activities and clubs with a view toward involvement and service to the school community.

Activities Program Objectives

1. To provide opportunity for students to strive for excellence in the practice and performance of skills, activities and assigned tasks.
2. To promote the practice of self-discipline and maturity in learning to cooperate, make commitments and participate in group and individual activities.
3. To strengthen in students the virtues of cooperation, self-sacrifice, and commitment essential to success in various activities and in our society.
4. To encourage the development of a well-rounded, wholesome young man, with a sound mind, a healthy work-ethic, and a sense of balance between "work" and "play".
5. To enrich each student as a human being by allowing him to discover and pursue areas of personal interest.
6. To teach participation as a member of a group or the development of individual skills, and to encourage contribution to the success and well being of the school community.
7. To motivate students to improve individual skills through practice and preparation in specified activities.
8. To teach students the skills, dynamics, rules, and strategies that relate to a particular activity.
9. To demonstrate that participation in a co-curricular activity is regarded as a privilege that has concurrent responsibilities that must be properly observed in order to participate.
10. To develop in students an understanding of the value of activities outside the classroom in a balanced educational process.

EMERGENCIES

All emergencies should be handled through the Assistant Headmaster's office. If an emergency should cause you to have to leave campus, see the Assistant Headmaster for permission and enter your name on the sign-out list.

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During the school day a nurse is available in Trinity Hall, ext. 3080. No student may leave campus, due to illness, unless he has first seen the nurse or the Assistant Headmaster.

FEES AND BILLING

The Business Office sends out monthly bills for student charges and fees. All charges are due when billed. A grace period is extended to the fifteenth of the month. Failure to pay a new balance in full on or before the payment date will result in an interest charge two percentage points above the prime rate. If an account is not paid in full to date, a student may be excluded from class and the student will not be permitted to take examinations nor will grades or transcripts be released.

Please refer to the Tuition and Fee policy as well as your Enrollment and Transportation contracts for further details.

Policy on Overdue Accounts

1. Should a substantial account become overdue (i.e. after 61 days), the Business Manager shall contact the parents or the person responsible for the student's financial obligations by registered mail. This letter will make known to the parents or person responsible for the student's financial obligations the date on which the bill is to be paid in full. At this time the responsible party will be informed that all charging privileges in the school bookstore are revoked.
2. Should the account exceed 90 days, a second letter will be sent informing the parents or responsible party that the student will not be allowed to sit for any exam in that term. In cases involving students in the 12th grade, parents or the responsible party will be informed that the student will not be allowed to graduate.
3. A final letter will request a meeting between the Business Manager and the parents or responsible party to discuss the disposition of this account.
4. No student will be allowed to begin a new academic year with a previous balance.
5. Special cases will be referred to the Financial Committee for consultation.

FOREIGN STUDY/FOREIGN EXCHANGE PROGRAM

Each year, Delbarton offers a variety of foreign study/travel/community service opportunities to the students. These trips may be organized by Academic Departments (in particular, the Modern Language and Classics Departments), Delbarton programs (including Delbarton's Music, Athletic, and Community Service programs), as well as individual faculty members. More information can be found in Delbarton's Global Delbarton Brochure available on line and in the Main Office.

GUESTS

If you wish to bring a guest to school, obtain permission beforehand from the Headmaster or Assistant Headmaster. If the guest is a candidate for admission, the Director of Admissions must also be notified.

GUIDANCE

The guidance program is a vital part of the Delbarton learning process. Periodic meetings and interviews are arranged between the student and his counselor. Times of interviews are posted on the main bulletin board on the first floor of Trinity Hall or on the guidance counselor's grade level bulletin board.

Students are excused from classes for guidance appointments except in the event of an announced test. Topics of guidance conferences include academic programs, career selection, extracurricular development, college preparation, and college selection.

HEALTH SERVICES – MEDICAL REGULATIONS.

Medical Information:The following forms **MUST** be signed and on file with the School nurse. These forms are required at the beginning of each school year and updated yearly:

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1. Student's medical history
2. Immunization record in compliance with New Jersey Administrative Code, including the Hepatitis B series and meningococcal vaccine.
3. Parental Permit/Emergency Release (bottom of item #1)
4. Yearly physical by physician
5. Authorization for Administration of Medication (includes over-the-counter medications such as Tylenol) must be signed by a parent and an M.D, and must be on file before nurse is allowed to give any medication
6. Yearly dental exam by dentist
7. Emergency and insurance information
8. Students trying out for sports need to have current physical and Delbarton Athletic Pre-participation Form completed.

NOTE: Items 1, 4, 8, must be on file within 30 days of beginning each sports session before a student will be allowed to participate in any sport, including preseason training.

Daily Medical Regulations: Students are not permitted to carry any medication during the school day unless it is for emergency purposes. Epipens and inhalers can be carried by the student when the written order from the doctor and permission of the parent is on file with the nurse. An Authorization for Administration of Medication (# 5 above) must be on file before nurse is allowed to give any medications.

Any student who needs to leave school due to illness must be seen first by the School nurse.

All injuries must be reported to the School nurse. All excuses for gym/sports must be given to the nurse. The School has accident insurance coverage through Bollinger Insurance Co. Notify the nurse if you wish to file a claim. Claims must be filed within 90 days of date of injury.

All infectious diseases (i.e., mononucleosis, strep throat, impetigo, flu, conjunctivitis) are to be reported to the nurse. Please keep your sons home when they are ill and notify nurse at x-3080 of extended illness/surgery/special needs.

Field Trips: If your son is going on a field trip or staying on campus for an evening or weekend event, please notify the faculty in charge of any specific health needs. This includes asthma, diabetes, seizure disorder, and allergic condition which may require the use of an Epipen. Students with inhalers and/or Epipens should carry their own with them at all times.

Accidents

1. All injuries must be reported to the school nurse as soon as possible. This includes co-curricular activities; travel to and from school and all injuries during the school day.
2. Accidents occurring during co-curricular activities must first be reported to the athletic trainer, faculty/coach in charge and then to the school nurse the following school day.
3. The Accident Insurance coverage purchased by Delbarton School provides coverage on an Excess Basis only. This means that only those medical expenses NOT covered by the parent's primary insurance are eligible, up to the limits of the school's policy.

Illness

1. Seeing the nurse is no excuse for absence from or tardiness to a class unless prior approval of the teacher has been sought. A student who becomes ill during the day must report to the school nurse.
2. When it has been determined by the nurse that the student is too ill to remain in school, the parent will be contacted to arrange transportation for the student. In the event that a parent cannot be reached, the emergency contact list will be utilized.
3. The student must sign out in the Main Office with a pass from the nurse before leaving the school.

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Medication Policy

1. Medication (prescription and over-the-counter drugs) may be administered by the school nurse when they are accompanied by the written permission of the parent. Prescription drugs must be accompanied by the physician's written order. Please inform nurse in writing of changes in medication.
2. Medication is to be delivered to the nurse in its original prescription bottle.
3. No medications may be given or taken by any student under other circumstances while at Delbarton.

Physical Education Restriction Notices

All physician physical education notices are to be on file in the nurse's office. These notices for restriction or limitation are valid for the length of time specified by the M.D. They must be re-issued for each school year.

Communicable Disease Policy

The Delbarton School has established a policy on communicable diseases relying upon guidelines from the National Association of Independent Schools, the Centers for Disease Control in Atlanta, and the American Council on Education.

1. A school priority is to provide the community accurate information about communicable diseases its causes, its effects, and its prevention.
 - a. The Headmaster and Dean of Faculty will coordinate information about communicable diseases as necessary.
 - b. Information about communicable diseases will be presented to students through the existing curriculum, especially classes that deal with health related subjects: Religion classes, Biology and Health classes.
 - c. All school personnel will receive up-to-date information on communicable disease by way of memoranda, faculty speakers, and workshops.
2. Delbarton School will deal with the victims of communicable disease on a case-by-case basis.
 - a. Response to individual cases will be reviewed by a task force including the Administrative Council composed of the Headmaster and Administrators and the Chairman of the Board of Trustees.
 - b. In dealing with individual cases the task force will, if necessary, consult and be guided by the opinion of experts in the medical, legal, and social welfare communities.
3. Delbarton School will make every effort to ensure each person's privacy and to keep records confidential. The School recognizes the importance of the community's need to know about the possible incidence of the disease, and will consider advice of expert testimony in this matter.
4. If a person with a communicable disease continues to participate in the School, Delbarton School will provide support for that individual.
 - a. Regarding students, the School will give strong consideration to continuing to educate children with a communicable disease in an unrestricted environment.
 - b. If this is not possible, the School will provide support for the child's continued education including assistance to families for individual tutoring, counseling referrals, and educational planning.
 - c. Should a member of the faculty or staff be excluded from Delbarton School because of a communicable disease, it is recommended that the individual have the opportunity to receive continued health benefits with a medical leave of absence, within the terms of the School's existing health care policies.

In adopting these guidelines, Delbarton School recognizes that the state of medical knowledge about communicable diseases is rapidly changing and will update the policy statement in light of significant new information on the disease.

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LEAVING CAMPUS DURING THE SCHOOL DAY

If a boy knows he must leave the campus for any reason during the school day, he must present a written note to the Assistant Headmaster. A student leaving campus during the school day must sign out at the main office. If he returns to school on the same day, he must sign in. Leaving campus without authorization is a serious breach of conduct. No student should ever leave the campus without signing out. Failure to do so may result in suspension.

THE LIBRARY

One of the most valuable resources available to students of Delbarton is the library, a collection of over 16,000 items including books, discs, tape recordings, sound and captioned filmstrips, microfilm, video tapes and transparencies, all centrally cataloged. In addition, there are magazines with an extensive collection of back issues, newspapers and a large selection of pamphlets. At the very outset we urge you to have such a regard for the material resources and human effort that have built this collection that you will use it and respect it in such a way as to pass it on intact to those who will succeed you in the years to come.

The library is a place of quiet and study. The proctor will not tolerate any disruptive action or activity in the library.

The librarian and/or proctor have the right to dismiss any boy from the library for conduct which the librarian or proctor judges to be improper for the library. In such a case, the boy should report to the Assistant Headmaster.

Hours: On school days the library will be open from 7:45 a.m. until 6:00 p.m. Students who wish to use it at other times should consult with the librarian.

Borrowing: All materials except reference materials and periodicals may be borrowed for **three weeks**.

Books, paperback and hard cover, and recordings all contain cards inside the back cover that should be *signed* and deposited in the card tray at the charging desk. At the same time the date due should be stamped on both the card and the pocket inside the book or record album. Please do not remove any material from the library without signing it out to protect our valuable and many times irreplaceable collection.

Magazines from the back file are retrieved by the librarian and then signed out on slips provided at the charging desk.

Pamphlets are located in vertical files in the main reading area and may be signed out like magazines.

Renewals: Books and other materials may be renewed for another three-week period by presenting the item to a member of the library staff for recharging.

Overdues: Fines are charged for overdue materials at the rate of 25 cents per week. An overdue notice will be sent when an item is one week overdue. A second and third notice will be sent at weekly intervals. When an item is one month overdue, the student will be billed for the cost of the missing materials. ***Return of materials promptly or renewal of materials needed for a longer period will avoid all the above hassle.***

Photocopy Services: This service is available for use with reference books, current periodicals or other library materials upon request.

Microfilm & Filmstrip Viewing: Two microfilm readers and a sound filmstrip projector are available for use in the library.

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LOST AND FOUND

For items you may have lost, check the Lost & Found in the Main Office and inquire at the Assistant Headmaster's Office or the Physical Education Office. Valuables will be kept in the Main Office. Any student who finds something of value that does not belong to him must turn it in to the Main Office.

MEALS

Students may purchase breakfast from the cafeteria from 7:15 am to 8:00 am. and afternoon snack from 4:30 pm to 5:45 pm. Students must have their student identification card (ID) and the fee is charged to their student account. No cash accepted.

STUDENT GOVERNMENT

Student representation at Delbarton is based on the Benedictine model of government. The student government consists of:

Council of Seniors

This is the executive body of our student government. It consists of: the president and vice president of the student body; secretary and treasurer; presidents of each class; elected deans and several ex officio appointments. This council meets regularly to make student government more responsive and effective, and, generally, to make Delbarton a better place to come to school every morning.

Elections are held each spring for the offices mentioned above and explained in the Student Government Constitution.

Deaneries

A number of years ago, students, faculty members and the administration of Delbarton School organized a peer representation association called Deaneries. Based on the Benedictine concept of deans serving as representatives of a group within the monastic community, the Deanery System serves as a forum of student discussion and as a link between the student body and Student Government.

The Deaneries have since evolved into student-led groups that promote individual Deanery identity, foster the discussion of school issues, encourage school spirit and further heighten student participation in social action programs. The Deaneries represent a vital aspect of the Delbarton experience.

During the school year, the Deaneries will meet approximately one M block every two cycles. The program will consist of both in-school and outside activities. During the Deanery period, Deans will lead group exercises, discussions and problem-solving activities. Activities outside of this period could include the arranging of transportation to school sporting events, the creation of Deanery events or the development of a Deanery Day.

Deans represent a vibrant cross-section of students in the Delbarton community. They have worked hard in creating the kind of system that can best serve student needs. The Deanery can function both as a forum for student concerns and a home in the greater Delbarton community. By making even a small contribution, you the Delbarton student can help others and develop the kind of school that best suits us all.

Senior Deans are chosen each spring and the number shall be limited. Junior Deans are chosen from the incoming junior class and their number is also limited. Selection of deans is a difficult process since many students exhibit leadership qualities. Those chosen are the ones whom the selection committee believes can best lead a group of students in discussion and group activity, and who demonstrate leadership skills.

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TRANSPORTATION

The school bus is an extension of the School community and those who ride the buses are asked to behave accordingly. Riding the bus to and from school is a privilege that may be suspended or revoked if it is abused. Undisciplined behavior on a school bus may result in suspension or expulsion.

At all times, before, during, and after the bus trip, extreme care should be taken so that everyone's safety is taken into account. Respect should be extended to the bus driver and toward fellow students, especially younger students.

School buses pick up students at a designated time and place each morning and afternoon. Any problems involving transportation should be reported to the Director of Transportation. Disciplinary cases should be reported to the Director of Transportation, the appropriate Class Moderator or to the Assistant Headmaster.

During the first week of school, it is important for students and parents to be patient and understanding as any difficulties with times are adjusted.

Report any concerns or problems to the Director of Transportation, at ext. 3372.

STUDENT PRIVILEGES

DRIVING

Driving to school is a privilege. A Driving Permit Application will be mailed to all seniors during the summer and should be signed by the student driver and his parent. It is the student's responsibility to be aware of and observe all driving regulations. Juniors eligible to drive are subject to the same driving responsibilities.

DRIVING REGULATIONS

The following documents are to be on file in the main office before a student may drive on campus:

- Completed and signed Driving application form.
- Number of the driver's license (N.J. license only, no farm licenses).
- Year, make, color, and license plate number of car(s) to be used.

The parking permit sticker should be displayed in the left rear window of the car. All cars to be used by a student should be registered with the main office.

Senior and Junior parking will be restricted to their designated areas. For the good of the community, students will not be allowed to park at other locations, including Old Main and behind the gymnasium. Failure to observe the parking regulations will result in a suspension and/or loss of the driving/parking privilege.

While classes are in session, a car may be moved only with permission of the Assistant Headmaster. During the school day, parking lots are restricted areas, and a student may go to a parking area only when receiving the permission of a Delbarton faculty member.

Because the driveways on campus are also pedestrian walks, drivers must be extremely alert and drive at 15 M.P.H. maximum.

Failure to comply with these regulations may result in the revocation of driving privileges.

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LOCKERS

Each student is assigned a house locker in Trinity Hall or the Gymnasium for books and clothing. A student may not switch lockers with another student or take an "empty" locker without permission from the Assistant Headmaster. A gym locker is also assigned to each student for use during gym classes. Students are advised to purchase locks and keep their lockers locked at all times. Lockers are the property of the school, and the school reserves the right to request students to empty lockers at announced times for the purpose of cleaning, repair, etc.

All lockers must be cleared out by the last day of school. All contents left over after that time will be donated to charity or thrown out.

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Who's Who 2009-2010 ***Administration and Faculty***

Administration

- Rt. Rev. Giles P. Hayes, O.S.B., '56**, President; B.A., St. John's University (Minnesota); D.H.L., Georgetown University; college counseling
- Very Rev. Bruno A. Ugliano, O.S.B.**, Vice President, B.A., St. John's University; M.A., Catholic University; M.A., Seton Hall University; Ph.D., New York University
- Rev. Rembert F. Reilly, O.S.B.**, Vice President for Development; B.A., St. Vincent College; accounting
- Dr. Adolf F. Schimpf**, Vice President for Business Affairs; B.S., The Citadel; MS, Mech. Eng., MBA, Ph.D., Fairleigh Dickinson University
- Rev. Luke L. Travers, O.S.B.**, Assistant Vice President for Business Affairs, B.A., Columbia University; M.A., Catholic University; Ed.M., Harvard; history
- Rev. James O'Donnell, O.S.B.**, Treasurer; B.A., St. Vincent College; S.T.B., S.T.L., Collegio Sant'Anselmo
- Br. Paul Diveny, O.S.B.**, Headmaster; B.A., Catholic University; Diploma – Pontificio Ateneo Sant'Anselmo; M.A., Middlebury College; Latin
- Mr. Charles Ruebling '79**, Assistant Headmaster, B.S., Cornell University; M.A.T., Montclair State University; Physics
- Mrs. Anne Leckie**, Dean of Faculty, B.A., Douglass College, Rutgers University; Spanish
- Mrs. Michele Levine**, Dean of Guidance, B.A., Cornell University; M.A., Hunter College; guidance
- Mr. J. Craig Paris '82**, Director of Development and Alumni Affairs; B.A., Villanova University
- Dr. David Donovan**, Dean of Admissions; B.A., Brown University; M.A., Columbia University; M.Phil., Ph.D, Drew University; history
- Mr. Dan Whalen**, Director of Athletics, B.S., Trenton State College; leadership
- Mr. David C. Hajduk**, Director of Campus Ministry; B.A., M.A., Seton Hall University; religious studies
- Dr. Michael McGeough, B.S.**, Dean of Studies; St. Peter's College, D.C., N.Y.C.C.; science
- Mr. John Costa**, Dean of Academic Technology; N.E., Chubb Institute
- Mr. Kent Manno**, Librarian, Director of Transportation; B.A., Washington and Jefferson College; history, economics
- Mrs. Jane Collins**, Director of Delbarton Fund; BA, Hamilton College
- Mrs. Barbara Pereyra, R.N.**, School Nurse; B.S., Rutgers University; CADC

Faculty

- Ms. Stephanie Almozara**, B.A., Colgate University; M.Div.; Harvard Divinity School; mathematics, religion
- Mr. Rob Auletti**, B.A., Rutgers University; economics
- Mr. John Barnicle**, B.S., Quincy College; English
- Mr. Michael Beach**, B.A., Upsala College; physical education, Director of the Murphy Fitness Center
- Ms. Katharine L. Beck**, B.A., Union College; M.A., Seton Hall University; English
- Mr. Matthew Beneszewski**, B.S., Colby-Sawyer College; M.A., Western Michigan University; Physical Education
- Mr. Matthew Bergh, B.S.**, William Paterson University of New Jersey; physical education/athletic trainer
- Mr. David Blazier**, B.M., Ithaca College; music
- Mrs. Frances Bonalsky**, B.A., Georgian Court University; biology
- Mr. Dane Borda**, B.F.A., University of the Arts; M.F.A., Pennsylvania Academy of Fine Arts; art
- Mr. Brian J. Bowers**, B.A., Union College; M.A., State University of New York; history
- Mr. Thomas M. Brady**, B.S., Fordham University; mathematics, history
- Mr. Michael Carr, '01**, B.S., Boston University; English

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Ms. Caroline Chamberlain, B.A., Bowdoin College; M.S., Seton Hall University; science
Mr. Stephen Charbonneau, B.S., Benedictine College; social sciences
Rt. Rev. Brian H. Clarke, O.S.B., B.A., St. Vincent College; M.A., Seton Hall University; English
Mr. Christopher Cocozello, B.A., Richard Stockton College, M.Ed., Troy University; history, sophomore guidance
Mr. Kevin Conn, B.A., Williams College; German, history
Mr. Matthew Corica, B.A., George Washington University; music
Mr. Jonathan Cote, B.S., University of Scranton; M.Ed., Loyola College; science
Mrs. Patricia Burke Crapo, B.A., Villanova University; M.A., Seton Hall University; religious studies
Rev. Richard Cronin, O.S.B., Vice President, B.A., Marist College; M.A., Boston College; history
Mr. Michael Del Guercio, B.A., Villanova University, Spanish, Italian
Mr. Daniel DesPlaines, B.A., Trinity University; M.S., Ithaca College; physical education
Mr. Gregory Devine, B.A., Williams College, M.Ed., Harvard University; science, mathematics
Mr. John Diffley, B.A., Franklin & Marshall College; history, German
Mr. Patrick Finn, B.S., University of Notre Dame; mathematics
Mr. Craig G. Fleishman, B.A., Bucknell University; history
Rev. Edward Seton Fittin, O.S.B., '82, B.A., Mount St. Mary's University; M.Div., Catholic University of America; religious studies, art history
Mr. Sean Flanagan, B.S., Georgetown University; mathematics, college guidance
Mr. Robert E. Flynn, B.A., Trinity College, English
Mr. Wayne Gardiner, B.A., Bowdoin College; M.A., Rutgers University; mathematics
Mrs. Kelly Gleason, B.S., Belmont Abbey College; M.A., Seton Hall University; Director of Summer School, mathematics, physics, junior guidance
Mr. Sean P. Gleeson, B.A., Williams College; mathematics, English
Mr. Douglas Goodale, B.A., Franklin & Marshall College, history
Mr. William J. Granieri, B.A., M.A., Kean University, M.Ed., Boston College; religious studies
Mr. Joshua J. Hartle, B.S., Ursinus College, M.A., Seton Hall University; mathematics
Rev. John Hesketh, O.S.B., B.A., St. Peter's College; mathematics
Mr. Nicholas H. Huck, B.S., University of Richmond; M.Ed., University of Notre Dame; chemistry
Rev. Br. Jonathan M. Hunt, B.A., St. Benedict's College, M.A., Seton Hall University, M.Div., St. Vincent Seminary; religious studies
Ms. Paulina Irigaray, B.A., Villanova University; M.A., La Sale University; Spanish
Mr. Alan Kelley, B.A., Duke University; J.D., Temple University School of Law; M.A., Rutgers University; French
Mr. Matthew Kovachik, B.A., Hartwick; M.A., Sacred Heart University; history, freshmen guidance
Mrs. Judy Lee, B.S., Rutgers University; M.S., Cornell University; mathematics
Mr. Nicholas Linfante, B.A., Boston College; classics
Mr. Robert A. Loia '85, B.A., The Catholic University of America; M.A. Loyola College; middle school guidance, religious studies
Ms. Diane Lopez, B.A., Drew University; art
Mrs. Elizabeth A. Mainardi; B.A., M.A., Seton Hall University; science
Mr. David Martin, B.S., Ithaca College; M.S., Pace University, computer science
Mr. Michael McGoldrick, B.A., Yale University; English
Mr. Michael Miklius, B.A., Seton Hall University; mathematics
Mr. Jason B. Milner, B.A., University of Scranton; mathematics
Rev. Hilary C. O'Leary, O.S.B., B.A., Immaculate Conception Seminary (Missouri); M.A., Fordham University; religious studies
Mrs. Carole Ann O'Malley, B.A., Western Illinois University; art
Mr. Jaime Paris, B.A., Rutgers University; Spanish
Mr. Christopher J. Pillette, B.S., University of Oregon; English
Mr. Jon Pohlig, B.A., College of Holy Cross; classics
Mr. Ron Rodriguez, M.A., Paterson University, M.A., Jersey City State; Spanish
Mr. Michael Rosenhaus '80, B.A., Drew University; M.A., University of Southern California; classics, Director of College Counseling
Mr. Jacob Ross, B.A., Lafayette College; history
Mr. Matthew D. Sabato, B.A., Middlebury College; history

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Mr. John Sanfacon '57, B.A., University of Notre Dame; French, Russian

Ms. Inmaculada Serrano, B.A., College of Saint Elizabeth; M.A., Montclair State University; Spanish

Mr. Bruce Shatel, B.A., University of Delaware; mathematics

Rev. Andrew T. Smith, O.S.B., B.A., St. John's University (Minnesota); M.A., Seton Hall University; French

Ms. Janet Steen, B.A., Rutgers University; computer science

Mr. Bryan Stoll, B.A., Duke University; physical education

Mr. Daniel B. Szelingowski, B.A., The Johns Hopkins University; science

Mr. Brian Theroux, B.S., Washington State University; science

Mr. John Thompson, B.A., Gettysburg College; M.A., University of Massachusetts; history

Br. Kevin M. Tidd, O.S.B., B.A., University of Pennsylvania; M.A., LaSalle University; Ed.D., University of San Francisco; history

Mr. Michael P. Vermylen '95, B.A., Yale University; Diploma, University of St. Andrews; J.D., University of Chicago Law School; English

Mrs. Sally Walsh, B.A., Yale University; M.A., Columbia Teachers College, M.A., New York University; English

ADMINISTRATIVE STAFF

Ms. Marguerite Aromando, Development

Ms. Emma D. Bernardo, Accounting

Ms. Lori Condon, Students Billing

Ms. Valerie Conroy, Development

Ms. Connie Curnow, Headmaster, Admissions

Mr. Mark Gately, Alumni

Ms. Maria Lopez Gee, Librarian Asst.

Ms. Ann Gearhardt, Abbey

Mr. Bob Lamb, Director of Housekeeping

Ms. Ana Martinez-Varro, Development

Ms. Jacqueline Mundo, Development

Ms. Luchie Child, Accts. Payable

Ms. Lorraine Petrolino, Guidance

Ms. Roberta Roser, Business Office

Ms. Patricia Scala, Abbot

Ms. Heidi Williamson, Athletics, Asst. Headmaster

GUIDANCE STAFF

Ms. Shelly Levine, Director of Guidance

Mr. Robert Loia, Middle School Guidance Counselor

Mr. Matthew Kovachik, Freshman Guidance Counselor

Mr. Christopher Coccozello, Sophomore Guidance Counselor

Ms. Kelly Gleason, Junior Guidance Counselor

Right Rev. Giles Hayes, O.S.B., Senior Guidance Counselor

Mr. Michael Rosenhaus, Senior Guidance Counselor

Mr. Sean Flanagan, Senior Guidance Counselor

MODERATORS 2009- 2010

Middle School

Mr. Bryan Stoll

Freshmen Class

Mr. Jake Ross

Sophomore Class

Mr. Tom Brady

Junior Class

Mr. Patrick Finn

Senior Class

Mr. Brian Bowers

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ADVISORS/ACTIVITIES 2009- 2010

Abbey Orchestra	Ms. Davis
Abbey Players (Drama)	Mr. Corica, Ms. Almozara
Appalachian Trip	Abbot Giles
Art Club	Ms. Lopez
<i>Archway</i> (Yearbook)	Ms. Keller, Ms. Irigaray
Astronomy	Mr. Manno
Big Brothers	Mr. McGoldrick
Brass Ensemble	Mr. Devine
Campus Ministry	Mr. Hajduk – Director
	Ms. Almozara, Ms. Beck, Mr. Charbonneau, Mr. Conn, Mr. Cote, Mr. Diffley, Mr. Granieri, Ms. Keller, Ms. Mainardi, Mr. Miklius, Mr. Vermynen
	Mr. J. Paris
Chess Club	Ms. Vidovich
Clarinet Ensemble	Mr. Szelingowski
Council of Seniors	Ms. Mainardi, Mr. McGoldrick
<i>Courier</i>	Mr. Rosenhaus '80
Cycling Club	Mr. Kovachik, Mr. Carr '01
Deanery	Mr. Pillette
<i>Delta</i>	Mr. Corica
Drama	Mr. Ruebling '79
<i>Fellowship of Christian Athletes</i>	Mr. Sanfacon '57, Mr. Kelley
French Club	Mr. Flanagan
Green Wave Stock Exchange	Mr. Fleishman, Mr. Sabato
History Club	Ms. Davis
Intermediate Orchestra	Mr. Loia
Italian Club	Mr. Devine
Jazz Ensemble	TBA
Latin Club	Mr. Manno
Meteorological Society	Ms. Bonalsky
Middle School Consortium	Mr. Linfante
Middle School Publications	Mr. Sanfacon '57
Mineralogical Society	Mr. Kelley
Mock Trial	Mr. Diffley
Model United Nations	Mr. Corica
Musical Drama	Ms. Fitzpatrick
Percussion Ensemble	Ms. Crapo
Photography	TBA
Racquetball Club	Mr. Sanfacon '57
Russian Club	Mr. Goodale
Rugby Club	Mr. Martin
Saxophone Ensemble	Mr. Blazier, Dr. Forderhase
Schola Cantorum	Ms. Bonalsky
Science League Coordinator	Ms. Mainardi
Ski Club	Mr. Conn, Mr. Huck
Social Justice	Mr. Jaime Paris
Spanish Club	Br. Kevin
Speech/Debate	TBA
String Ensemble	Dr. Donovan
Tour Guides/ School Hosts	Mr. Sanfacon '57
Trivia Team	Mr. Devine
Wind Ensemble (Band)	

STUDENT COUNCIL 2009- 2010

COUNCIL OF SENIORS

President Scott Ruesterholz

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Vice President Spenser Huston
Treasurer Matt Naturman
Secretary Dhruv Sharma

CLASS PRESIDENTS

Senior	T. J. Sullivan
Junior	Patrick O'Meara
Sophomore	Kevin Kennedy
Freshman	TBA
Middle School President	Josef Johnson
Middle School Vice President	Brendan Prior
Eighth Grade Spokesman	Chris Jagoe
Eighth Grade Spokesman	Michael Maguire

2009-2010 DELBARTON SCHOOL COACHING GUIDE

DIRECTOR of ATHLETICS	DAN WHALEN	x 3030
ASSISTANT ATHLETIC DIRECTOR	BRIAN BOWERS	x 3031
ATHLETICS ASSISTANT	HEIDI WILLIAMSON	x 3026
HEAD ATHLETIC TRAINER	MATT BENESZEWSKI	x 3362
ASST. ATHLETIC TRAINER	MATT BERGH	x 2330
STRENGTH & CONDITIONING	MICHAEL BEACH	x 2310

FALL COACHING STAFF

CROSS COUNTRY

VARSIITY

John Barnicle -- HEAD
Doug Goodale
Jon Pohlig

MIDDLE SCHOOL

Michael DelGuercio

FOOTBALL

VARSIITY & JV

Brian Bowers -HEAD
Michael Beach
Dan Desplaines
Dan Szelingowski
Rob Flynn
Sean Gleeson
Stephan Charboneau

FRESHMEN

Rick Synold
Bryan Stoll
Rob Aulletti

MIDDLE SCHOOL

Matt Kovachik
Jason Milner

SOCCER

VARSIITY

David Donovan – HEAD
Josh Hartle
Jacob Ross

FRESHMEN

John Thompson
Caroline Chamberlain

JUNIOR VARSITY

Craig Fleishman
Patrick Finn

MIDDLE SCHOOL

Nick Huck
Jon Cote

WINTER COACHING STAFF

BASKETBALL

VARSIITY

FRESHMEN

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Dan Whalen- HEAD

Jack Martin

Tom Brady

Nick Huck

JUNIOR VARSITY

Chris Cocozello

MIDDLE SCHOOL

Dan Desplaines, Michael DelGuercio

BOWLING

VARSIITY

Sean Gleeson - HEAD

HOCKEY

VARSIITY

Bruce Shatel - HEAD

Craig Wicker

TBA

MIDDLE SCHOOL

Matt Kovachik

Michael Carr

JUNIOR VARSITY

Jacob Ross

Christopher Pillette

SQUASH

VARSIITY

Craig Paris – HEAD

Mark Gately

JUNIOR VARSITY

Mark Gately

SWIMMING

VARSIITY

John Romagna – HEAD

Mike Miklius

INDOOR TRACK

VARSIITY

Brian Theroux - HEAD

Matthew Sabato

Jon Pohlig

Caroline Chamberlain

WRESTLING

VARSIITY & JV

Bryan Stoll - HEAD

Guy Russo

Doug Goodale

MIDDLE SCHOOL

Doug Goodale

SPRING COACHING STAFF

BASEBALL

VARSIITY

Bruce Shatel- HEAD

Sean Gleeson

Karl Nonemaker

JUNIOR VARSITY

Jake Ross

Dan Desplaines

FRESHMEN

William Granieri

Dan Szelingowski

MIDDLE SCHOOL

Rob Loia

Chris Cocozello

GOLF

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VARSIITY

Sean Flanagan- HEAD

LACROSSE

VARSIITY

Chuck Ruebling- HEAD

Matt Kovachik

Patrick Finn

JUNIOR VARSITY

Craig Fleishman

Matt Corica

SPRING TRACK

VARSIITY

Brian Theroux - HEAD

Jon Pohlig

Caroline Chamberlain

Matthew Sabato

Nick Huck

TENNIS

VARSIITY

John Thompson

JUNIOR VARSITY

Mike Vermynen

JUNIOR VARSITY

Mark Gately

FRESHMEN

Jason Milner

Rob Auletti

MIDDLE SCHOOL

Robert Flynn

Dane Borda

MIDDLE SCHOOL

Joshua Hartle

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Delbarton School Constitution

Preamble

We, the students of Delbarton School, in order to promote greater spiritual, moral, social, and academic growth, to foster and develop a sense of equality, spirit, cooperation, and honor, do establish and ordain this constitution for the community of Delbarton School.

Article I: Officers of the Council of Seniors

The Council of Seniors is that group by which the student body is represented in the school government and which consists of a President, Vice President, Secretary, Treasurer, Class Presidents of each grade, and nine students (three Seniors, four Juniors, two Sophomores) selected by the President and Vice President and approved by the council. This body will be assisted by the knowledge and experience of two faculty advisors.

Section 1: Officers of the Student Government

- A. President - Any Junior, currently fulfilling the academic requirement of a council member (i.e., an 8.0 GPA) may run for the office of President. The duties of the president are as follows:
1. He shall conduct all Council meetings and shall prepare all agendas thereof.
 2. He and the Vice President shall have the power and responsibility to nominate all committee chairman, unless otherwise specified.
 3. He is, *ex officio*, a member of all committees.
 4. He shall be the student body's chief representative and spokesman at all school functions and at meeting with other schools.
 5. He shall, *ex officio*, serve as chairman of the Elections and Public Relations committees.
- B. Vice-President - Any Sophomore, currently fulfilling the academic requirement of a council member, may run for the office of Vice-President. The duties of the Vice President are as follows:
1. In the absence of the President, he shall preside over all council meetings and assume the duties of the President.
 2. He, in conjunction with the President, shall nominate all committee chairmen, unless otherwise specified in this constitution.
 3. He shall serve, *ex officio*, as chairman of the Judicial Committee.
- C. Secretary - Any Junior, fulfilling the academic requirements of a council member, may run for the office of Secretary. The duties of the Secretary are as follows:
1. He shall record and promptly distribute the minutes for all Council meetings. These minutes must be neatly printed in outline form.
 2. He shall keep records of attendance and voting for all council meetings.
 3. He shall keep records of actions from all previous meetings.
 4. He shall serve, *ex officio*, as the recording member of the Judiciary Committee.
- D. Treasurer - Any Junior, fulfilling the academic requirements of a council member, may run for the office of Treasurer. The duties of the Treasurer are as follows:

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1. In the beginning of the school year, the Treasurer is to obtain a statement from the Business Office to ascertain the amount of money in the school government account.
2. The Treasurer is to keep accurate records of all deposits and withdrawals made.
3. He shall have a current financial report prepared for all council meetings.
4. The Treasurer is the council's representative with the business manager; thus, all approved expenditures of the council must be authorized by him after consultation with the president or the headmaster.

E. Class Officers

Each class, grades nine through twelve, will have a president. The duties of the class presidents are as follows:

- They shall sit *ex officio* on the Council of Seniors.
- They must hold monthly class officer meetings in conjunction with their respective moderators.
- They have the responsibility to present the wishes and problems of his class to the Council of Seniors.
- They will be aided in all duties by their respective faculty moderators.

Section Two: Elections of Student Officers

A. Election of School-wide Officers

1. Primary elections for all school-wide officers (i.e., President, Vice Presidents, etc.) will be held on the first Friday in April in which school is in session. For each position the two candidates with the highest number of votes will then advance to the final election, to be held the next Friday in which school is in session. In the final election, the candidate with highest vote tally shall win the election. Should a tie result in either the primary or final election, a run-off will be held on the Tuesday following the respective election.
2. Nominating procedure: Nomination Forms will be available immediately upon return from spring break (approximately the third week in March). These forms must be filled out and signed by any fifty students. They must be submitted along with a photo and resume' no later than the Tuesday prior to primary elections. On the following day (the Wednesday before primaries), a convocation shall be called in which each of the respective candidates will be given the opportunity to speak freely so that they may express their positions to the entire student body.

B. Election of 8th, 10th, 11th, and 12th Grade Class Officers

On the Monday following final elections of school-wide officers, nominating forms will be made available to those who wish to run for class office. Twenty-five signatures are necessary for upper school nominations, ten for middle school. They must be turned in by the next Thursday in which school is in session. Primary elections will be held the next day (Friday). Of those running for the office of class president, the top two vote-getters will advance to the final elections. Note that in the case of a tie, no run-off will take place; all candidates involved in the tie will proceed to the final election. Final elections will be held the following Friday in which school is in session. In the event of a tie in the final election, a run-off election will take place the following Tuesday.

C. Election of 7th and 9th Grade Class Officers

Nomination forms will be made available on the first Friday of October. Twenty-five signatures are required for the 9th grade candidates, ten for the 7th grade. They must

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be turned in by the day before primary elections. Primary elections will be held on the third Friday of October. (For election procedure, treat as above in Article I, Section 2, subsection B1). Final elections shall be held on the Friday following primary election. In the event of a tie, a run-off will be held on the following Tuesday.

D. Nomination and election dates may be changed based on the school calendar.

Article II: Student Committees

Section One: Academic Committee

The duties of this committee are as follows:

1. They shall have one member at each faculty Academic Council meeting. That member will then report all pertinent findings to the Council of Seniors.
2. They shall present possible solutions to problems which are encountered by the student body (e.g., difficulties with teachers or course requirements) to the Council of Seniors and ultimately to the Dean of Faculty.

Section Two: Student Activity Committee

It is the responsibility of the Student Activity Committee to promote school spirit. This entails the possible formation of a Booster Club, encouraging students to take an active interest in Delbarton's myriad of extracurricular activities, the organization of "Spirit Week," and the planning of the annual School Festival.

Section Three: Community Service Committee

This committee shall work in conjunction with the campus minister to enhance and expand the already existing social programs (e.g., the Christmas toy drive) and to initiate new programs with the assistance of the deanery system.

Section Four: Dance Committee

This committee shall be responsible for promoting and organizing all informal school dances.

Section Five: Elections Committee

The council of Seniors President shall preside over this committee which shall be responsible for running all school elections. They shall be responsible for collecting nominations, preparing ballots, and tallying results.

Section Six: Judicial Committee

This committee shall be chaired by the Vice-President. When called upon by the administration this committee will make a recommendation after extensive deliberation on a specific case. It should be noted that this is solely an advisory committee and does not have final say on any case.

Section Seven: Orientation Committee

This committee shall be chaired by the Sophomore class president. It shall organize and run the Freshman and Seventh Grade orientation at the beginning of the academic year. It should be stressed that the purpose of the orientation is the introduction of the new students into the student body. Upon the completion of orientation the committee shall review the program and suggest possible improvements for the next year.

Section Eight: Prom Committee

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This committee shall be chaired by the Junior class president. It shall be responsible for promoting and organizing the Junior/Senior Prom to be held in May of each year.

Section Nine: Public Relations Committee

This committee shall be chaired by the Student Council President. It will be the student organization responsible for all communications between the Delbarton student body and other schools or communities. The chairman shall be assisted in his duties by a group of members of the Council of Seniors of his choosing.

By-Laws

Article I: Honor System

An honor system shall be adopted by the entire student body. This system will be developed in the spirit of trust in the Delbarton community and shall promote moral values. Every student, grade 7-12, shall make a written statement upon the inception of the school year promising to uphold the values of the community. Anyone who is found to have violated this code will be presented to the Headmaster and, in turn, to the Judiciary Committee of the Council of Seniors.

Article II: Amendments

Amendments to this constitution may be proposed by petition or by a proposition of a member of the Council of Seniors.

In the first method, twenty-five percent of the student body must sign the petition for amendment. After deliberation by the Council of Seniors, a vote shall be taken in which a two-thirds majority of the entire council must ratify it.

In the latter method, a member of the Council shall propose an amendment which shall be voted on by the Council of Seniors. After deliberation by the Council a vote shall be taken in which the proposal must win a two-thirds majority of the entire Council in order to pass.

Article III: Council Operation

Council Meetings may begin immediately following class elections and must begin no later than June 1 and shall continue through elections the following year. Meetings must be held at least once per week for the first term of the school year. After the first term, time and frequency of meetings is left to the discretion of the president. It is recommended that meetings be held as frequently as is possible for the first two months of the new council administration. NOTE: In the past, meetings held during the school day have been found to be most unproductive; it is therefore recommended that all meetings be held at a standard, prearranged time outside of school hours. A quorum of two-thirds must be reached for a meeting to be held. All meetings shall be open to the student body should they wish to attend unless otherwise decided by the President.

Section I: Process of Meetings

A. Agenda

All meetings should follow a prepared agenda set forth by the President at the beginning of each meeting. This agenda shall include a taking of attendance, a review of previous meeting's minutes, a report by each of the committees, and any other pertinent topics of discussion.

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B. Transaction of Business

A possible action to be taken by the council can be proposed by any member of the council. Discussion may follow after which a definite proposal shall be voted upon. For a proposal to pass it must gain a simple majority of the members present. In the event of a tie, the President and Vice-President shall cast one executive vote. If they disagree, the measure automatically fails.

Article IV: Council Relations

It is necessary that the council of Seniors inform the student body of its actions and proposals. This is accomplished via open meetings, the posting of minutes, convocations, and the Deanery System. The latter being the most effective of the four. Through the Deanery System, wishes or suggestions of the student body may be brought to the attention of the council, decisions and possible changes made by the council may be relayed to the student body through this system. It should be noted that all members of the student body are represented equally.

The Judicial Committee

I. Purpose

The purpose of the Judicial Committee is to give students a form of recourse during the school year. Through the Committee, a student has the opportunity to present his views to a body of both students and faculty. The Committee attempts to determine:

- 1) beyond a reasonable doubt the guilt or innocence of the accused
- 2) if the verdict is guilty, the seriousness of the offense
- 3) if the verdict is guilty, a just punishment for the accused

The decisions of the Committee are not binding. They are presented to the Headmaster in the form of a recommendation.

II. Calling The Committee into Session

A student, a member of the faculty, or the Administration may call the Committee into session. The Committee will only be brought into session, however, for one of the serious offenses punishable by expulsion as stated in the Student Handbook:

- 1) cheating & plagiarism
- 2) stealing & vandalism
- 3) drug/alcohol possession or use
- 4) a serious verbal or physical attack on a faculty member or another student

III. Members of the Committee

The Assistant Headmaster shall serve ex officio as the non-voting Chairman of the Committee. The voting members of the Committee shall be four faculty members and five students. Serving ex officio on the Committee will be:

- 1) The student council moderator
- 2) The student council President

The remaining students shall be:

- 1) The president of the accused student's class

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- 2) Three seniors appointed for the year by the President.

The remaining faculty members shall be:

- 1) Two faculty members elected for the year by their peers
- 2) A faculty member appointed for each individual case by the Assistant Headmaster. In the case of cheating, this faculty member shall be from the discipline in which the alleged cheating has occurred.

If a student or faculty member is unable to serve impartially as a member of the Committee, an appropriate replacement (student for student, faculty for faculty) shall be named by the Assistant Headmaster. One Committee member may be removed from a case's deliberation by the accused in writing to the Assistant Headmaster. A Committee member may also remove himself from deliberation. If the Assistant Headmaster himself cannot participate, he shall name a member of the Committee to be Chairman, and shall name a voting replacement for the substitute chairman.

IV. Committee Procedure

The Committee shall follow a strict procedure:

- 1) Procedure Review/Briefing by Assistant Headmaster
 - procedure reviewed for Committee members
 - a member of the Committee informally chosen as recording secretary
- 2) Class Moderator Opening Comments
 - Moderator of the accused student's class explains case and presents Code Infraction sheets, complete with student responses
- 3) Written Material Presentation
 - any other written statements by the accused, accuser, or by the Assistant Headmaster. (All written statements must be received by the Assistant Headmaster 24 hours before the committee convenes in order to decide on their relevancy to the case)
- 4) Teacher Presentation
 - teacher enters, presents case and evidence, fields questions and leaves
- 5) Student Presentation
 - student enters, presents case and evidence, fields questions and leaves
 - student may not be accompanied by parent or legal counsel
- 6) Class Moderator Closing Comments & Exit
- 7) Debate
- 8) Conclusion(s)

V. Debate and Conclusions of Committee

The Committee shall be lead in discussion by the Assistant Headmaster. Voting shall be done by secret ballot.

A quorum of 7 of the 9 voting members shall be present to hear a case. (At least 3 faculty members and 4 students must be present.)

For a decision of guilt, 2/3 of the Committee must agree.

- if 2/3 of the Committee (6/9, 6/8, 5/7) cannot agree, no recommendation is made about guilt or innocence. A unanimous decision on the form and extent of punishment must be reached for one to be recommended.

The form of the recommendation shall be in legal resolution form:

- 1) Preamble
- 2) Inoperative clauses
- 3) Operative clauses

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The recommendation shall remain confidential, to be released only at the discretion of the Headmaster.

Computer Services

1. Logging Into the School Network

Each student is assigned a username which you will use to access the school's network. In most cases, your username will be Lastname_First Initial. Example: John Smith's username would be Smith_J. In the case where someone at the school has the same name as you, we will use the first TWO initials instead. Ex: Smith_Jo. Your password is currently set to: delbarton. Please note there are no capital letters. To log into any school computer just press Ctrl-alt-del and enter your username and password.

2. Password Policy

Your password is a secret! Do not tell anyone what our password is. Remember, you will be held accountable for anything done using your school computer account! When you log in for the first time, you will be required to change your password to something more personal. Your new password will need to be at least six characters long. You will then be prompted automatically every 90 days to change the password to something new. Tip! You cannot use the same password twice.

3. Using Email

You have already been assigned an email account for school purposes. Your email address is: username@delbarton.org. Example: Smith_J@delbarton.org. You can access your email two ways. On campus, once you log into the network you can just click on the Microsoft Outlook icon on the desktop. From home, you will need an internet connection. Click on www.delbarton.org and from the Quicklinks menu choose, "Webmail." Then log in using your regular username and password (as if you were logging in here on campus). Email accounts have a limited amount of space and can fill up quickly if you are not careful to delete messages you no longer need – so please remember to do so periodically.

4. The H: Drive

Students do not have access to the C: Drive or My documents folders on the school network. Instead, we have assigned each student an H: Drive on our server, where you will store anything you save at school. Each student has 300 mb of storage space available on their H: drive, which is private, so only you can see it. To look at your H: drive, just click on My Computer and you will see it listed there, with your name next to it. Saving to the H: Drive is a safe bet, because we make a complete backup of it every night.

5. Wireless Access & Student Laptops

You are welcome to use your personal laptops at the school, but they must be registered with the technology department. The main benefit to registering your laptop is that doing so is the only way to access Delbarton's secured wireless network. If you would like to register your laptop, please bring it by the technology office in Room T221. If you have additional questions, please contact Mr. Costa or Mr. Zollers at extension 4050.