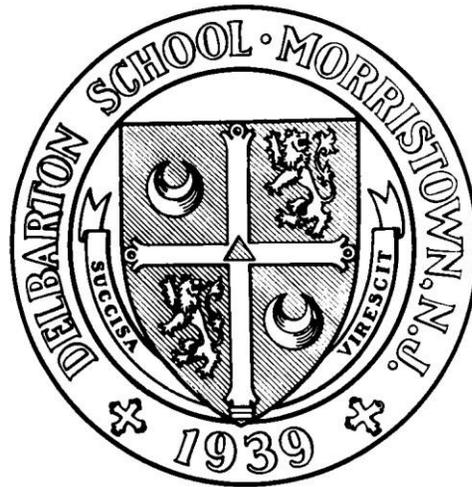


*Delbarton School*  
*Morristown, NJ*

*Student Handbook*  
*2018-2019*



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# **Delbarton Mission Statement**

Delbarton School, an independent Roman Catholic learning community guided by the Benedictine monks of St. Mary's Abbey with their lay colleagues, welcomes diverse young men and challenges them to pursue excellence, to build character, and to develop leadership through service, by educating the whole person: mind, body, and spirit.

## **We Believe**

That God works with us and through us.

That God invites us into a deeper relationship with Him.

That God call us into this community.

That through community, character and integrity are forged.

In moving away from self toward others.

In using our gifts and talents in the service of others.

In the importance of conversation as a means to growth.

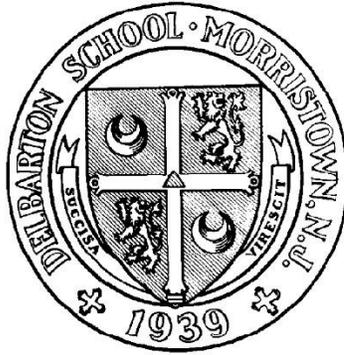
In the power of live to help us realize our God-given potential.

In the importance of seeking truth, beauty, and goodness.

In a community where all members are respected and where we celebrate the accomplishments of one another.

In *Succisa Virescit*: "Once cut down, one will grow back stronger."

That here, we belong.



**Therefore, we intend to establish a school for  
the Lord's service.**

Rule of Saint Benedict - Prologue: 45

### **Academic Honor Code**

A student at Delbarton has respect for himself, for  
others and for the institution.

He acts with integrity and personal honor at all times.

He knows that any instances of cheating, plagiarism,  
fabrication, and other forms of academic dishonesty  
violate the principles of academic integrity and are  
therefore breaches of the honor code.

I have fully upheld Delbarton's honor code in letter  
and spirit . . . .

## DELBARTON SCHOOL: A SUMMARY HISTORY

The Morristown area, home of Delbarton, is an area rich in history. During the notorious winter of 1779-1780, the Continental Army made its winter quarters in Jockey Hollow, now part of the Morristown National Historical Park, adjacent to what is now the St. Mary's Abbey/Delbarton campus. Washington's Headquarters is nearby in Morristown itself.

In the late 19<sup>th</sup> century Luther Kountze (pronounced koontz), the son of German immigrants, went not west but east from Denver, and established Kountze Brothers, a Wall Street banking firm. In 1875 he married Annie Ward Parsons, a descendant of two patrician New York families, the Barclays and the Delanceys. The family prospered both economically and socially, and in the 1880s Luther Kountze followed many other prominent New York families in establishing estates in northern New Jersey. He began to amass the four thousand acres which ultimately included what are now St. Mary's Abbey/Delbarton, Morristown National Historical Park and Lewis Morris County Park. In the northeast corner of his holdings, he completed in 1883 a large stone mansion as a summer retreat and established a working farm with a number of outbuildings such as a carriage house and stables, barns, creamery (still used as a residence) and "chickenry."

Luther Kountze had four children: Barclay Ward, William Delancey, Helen Livingston and Annie Ward. Borrowing a syllable from each of the first three children's names, the estate was named del bar ton.

Following the death of Luther Kountze in 1918, the family made several attempts to sell the estate. In 1925 the monks of Saint Mary's Abbey, then in the center of the city of Newark, seeking a house of studies for young members of the community, purchased approximately four hundred acres of Delbarton, including the mansion and farm. In the fall of 1927 the first group of pioneering professors and theological students took up permanent residence and began monastic and academic life at Delbarton.

Soon the idea of establishing a secondary school began to germinate in this education oriented Benedictine community which already conducted St. Benedict's Prep in Newark. Led by Abbot Patrick M. O'Brien and pioneering first Headmaster, Father Augustine Wirth, Delbarton School opened as a school for resident students in 1939 with sixth, seventh and eighth grades. Eight boys were graduated from the eighth grade the following spring of 1940.

Under the energetic leadership of Father Stephen Findlay who succeeded as Headmaster in 1942, grades were added until in 1948 the first upper school commencement of twelve young men took place. Numbers increased but the School remained predominantly residential. Father Stephen led the construction of the St. Joseph Gymnasium following the destruction in the disastrous fire of 1947 of the Kountze carriage house which had served as gymnasium and dormitory to some 26 boys. At this juncture the School appropriately chose as its motto, *Succisa Virescit*, cut down it grows again, borrowed from the often destroyed Abbey of Monte Cassino in Italy. The opening of Trinity Hall in 1959 was another transformative moment as the

enrollment rose to over 300, the majority now day students, a harbinger of the School's future. Father Stephen retired in 1967 after 25 years as Headmaster but continued as Director of Development. In 1971 the Schmeil-O'Brien Hall dormitory was dedicated but the ties had been strongly set in favor of day students.

Delbarton's fourth headmaster, Father Gerard Lair (1975-1980), initiated major changes in the School. The traditional system of discipline, with demerits and detention, was scrapped in favor of a culture of conversation/conversion designed to bring about positive changes in boys. The academic prestige of the School grew, and, most significantly, in 1978 the Board of Trustees made the decision to terminate the residential program.

Campus facilities continued to expand with dedications of the Lynch Athletic Center in 1983, the Findlay Science Pavilion in 1995, and the Fine Arts Center in 2007. The year 2009 marked the dedications of Brian E. Fleury and Ryan Fields as well as the Passarelli Track and the William O. Regan and Coccoziello Fields. In 2017 a complete renovation of Trinity Hall was completed. Immediate plans for the future among other things include a modern learning center on campus.

In March of 2014, the monastic community elected Father Richard Cronin as Abbot of Saint Mary's and President of Delbarton School. Delbarton's eleventh Headmaster Father Michael Tidd, O.S.B. was named in fall of 2017 and assumed office in the Summer of 2018.

The student body also has continued to grow to the current level of some 590 students. Since its inception, Delbarton has graduated over 5,700 men, many of whom have distinguished themselves by service to nation, church and community.

## INTRODUCTION

Delbarton School is an independent Roman Catholic learning community guided by the Benedictine monks of St. Mary's Abbey. Delbarton is rooted in the values of the Christian community and in the monastic tradition of education. The Delbarton community comprises a faculty of eighty six men and women and a student body of five hundred ninety young men. The School welcomes individuals of every race, color, religious belief, and national and ethnic origin who wish to contribute to the community and to be nourished by it.

## PHILOSOPHY AND OBJECTIVES

Delbarton School is founded on the 1500-year tradition of Benedictine learning which, based on the fundamental values that spring from the Judeo-Christian tradition, seeks to develop the whole person, both as an individual of spirit, mind, and body, and as a member of a community.

As a Benedictine Abbey School, Delbarton considers its immediate purpose the education of young men, understood in larger than purely academic terms. The School invites young men to explore all their experiences in a context in which Gospel values are lived with conviction. The School, therefore, seeks to create a positive environment in which personal and religious affirmation can be made.

The School believes that the individual is capable of developing life-long habits of intellectual renewal, of receptivity to spiritual renewal, and of willingness to contribute to the renewal of society. We also believe that individual renewal is enhanced by experiencing the sense of belonging to a community whose members are disposed at once to speak and to listen, a community which honors diversity of persons and the spirit of openness, collaboration and mutual understanding. These qualities which are honored in the School are cultivated by our recognition that essential meanings are disclosed through the patient practice of conversation – both inside and outside the classroom, both formal and informal, not only between teacher and student but also between teacher and teacher as well as student and student. Moreover, these values are cultivated by our recognition that we are participants in the continuing conversation that constitutes our inherited tradition, and so we are constantly striving to improve our precision in thinking, listening, reading, speaking, and writing, and to enliven our imagination to experience and to create.

The pursuit of personal renewal carries with it an obligation to contribute to the renewal of society, to participate in its formation and contribute to its development, to exercise leadership in the service of community. Through the student government as well as through the activities, athletics, and campus ministry programs, we strive to encourage leadership, self-confidence, tolerance, accountability, the courage to try something new, and the ability to contend as an individual and as a member of a group.

Delbarton School offers a traditional college-preparatory liberal arts curriculum which seeks to help the young man develop the knowledge, skills, integrity, and sensitivity which distinguish a self-renewing educated person. Thus, focusing on the content and modes of inquiry appropriate to the individual academic disciplines, the faculty, while encouraging

young men to strive for high standards of intellectual performance and to assume responsibility for gaining both knowledge and judgment, seek to help them acquire:

- The ability to shape a thought, to speak, and to write precisely and cogently;
- An understanding and critical appreciation of the ways in which knowledge of nature, human kind, and the universe is gained through experimental and quantitative methods of analysis;
- Skills in a language and sensitivity toward a culture other than their own;
- A critical understanding of the historical forces that have shaped the world and the United States in particular;
- An informed acquaintance with some modes of literary, artistic, and musical expression as well as canons of criticism appropriate to each;
- An ability to reason logically and abstractly and to develop manipulative skills in mathematics;
- The logic, language, and skills necessary to use products of modern technology;
- Experience in structured and concentrated physical activity and a familiarity with key issues that affect physical well-being;
- Knowledge of the doctrine, scriptural interpretation, ethical system and historical development of the Roman Catholic Church;
- And an appreciation for the history and the spirituality of the Benedictine order.

In summary, Delbarton School seeks to provide a congenial atmosphere which fosters a love of learning and which stimulates young men to know themselves and to find ways to extend their capacities for their own benefit and for the benefit of the community.

Delbarton 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, admissions policies, athletic 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 Program of Studies 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 Winter Midterm students in consultation with their guidance counselor and their parents, register for their courses for the forthcoming year using as a guide the course requirements listed in the Program of Studies.

## **COURSE CHANGES**

All course changes (including those for one-term winter and spring electives) must be made within the second cycle of classes, with the exception of AP changes: A student is permitted to drop an AP course any time up until the end of the fall mid-term. Changes must be approved by a student's guidance counselor and, in some instances, the department chairperson.

## **EXTRA CREDIT**

Will not be awarded for participation in a co-curricular activity. If an extra credit opportunity is offered it should be available to all students in a class. Teachers should take care not to use extra credit to mask deficiencies in basic skills.

## **HOMEWORK POLICY**

Regular and even daily homework assignments are appropriate for most courses at the School. Students assigned to an Advanced Placement course may be expected to complete one hour of homework per day per course. Students in major courses that are not AP can devote each day an average of 30-35 minutes to homework for each course meeting on the following day.

Homework should have a direct relationship to class work. Teachers should devise their assignments to encourage quality and are encouraged to provide students with ideas for self-initiated academic pursuits. Teachers should also remain sensitive to the needs of their students. Special sensitivity in this regard should be shown toward the adjustment problems of the younger students and those new to Delbarton who may not yet have experienced the demands of rigorous homework assignments.

A student who is not prepared for class should not be dismissed from the class. Repeated unpreparedness should result in a progress report, which should be filed with the student's counselor. If the problem continues, a parent conference should be scheduled. Teachers are urged to be prompt in reporting a student's lack of preparation for class. Students should not be allowed class time to begin their homework assignment for the following session, except in

cases in which the teacher wishes to clarify material individually with the students. A teacher must never, even at the end of the school year/term, hold a study hall in lieu of teaching class.

The following homework assignment policies are designed to preserve and protect students' time and wellness:

- Students participating on a retreat will not be required to complete homework by the Monday after their retreat weekend.
- No new homework or projects will be assigned during Thanksgiving, Christmas or Easter break.
- No major assignments or tests will be due the first two days back from Thanksgiving, Christmas, or Easter break.
- Over weekends, the earliest that homework can be required to be submitted is 8:10 AM on Monday.
- No additional homework will be assigned to compensate for a drop day in the schedule.
- Teachers will regularly elicit feedback from students about how long they spend on assignments, and modify their coursework to conform with homework policies.
- The school will annually review with teachers, students, and parents the homework guidelines and their purpose.

### Summer Homework

For all courses, summer assignments are permitted, but graded assignments are not. If a teacher wishes to assess the students on the materials assigned, that assessment should not take place until after one class cycle has been completed and the teacher has had an opportunity to share course and teacher expectations with students.

### **STUDENT PERFORMANCE**

Academic work at the School is graded as follows: A (superior); B (good); C (average); D (passing); F (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: A+ = 12; A = 11; A- = 10; B+ = 9; B = 8; B- = 7; C+ = 6; C = 5; C- = 4; D = 1; F = 0. Notice that there are no equivalents for D+ and D-.

The following table indicates percentage equivalents for grading:

|                                       |                        |
|---------------------------------------|------------------------|
| A+ = 100, 99, 98, 97                  | C+ = 79, 78, 77        |
| A = 96, 95, 94, 93                    | C = 76, 75, 74, 73     |
| A- = 92, 91, 90                       | C- = 72, 71, 70        |
| B+ = 89, 88, 87                       | D = 69, 68, 67, 66, 65 |
| B = 86, 85, 84, 83 B-<br>= 82, 81, 80 | F = Below 65           |

INC = Incomplete. Requirements for the course have not been met. Requirements must be completed within one cycle following the end of the marking period unless there are extenuating circumstances. In the case of the spring term requirements are due within two weeks following the last day of class. An incomplete excludes a student from the Honor Roll.

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.

**Weighted Grading:** Students enrolled in Advanced Placement (AP) and Advanced courses (Freshman Biology, Sophomore Chemistry, Freshman English, etc.) are eligible for a “bump” in determining their GPA (Grade Point Average). If a student receives a grade of a C- or better in an AP course, his grade value will be “bumped” by one (1) value point. For example, in GPA calculation a student who receives an A- or 10.0 in an AP course will have his grade value “bumped” to an 11.0. If a student receives a grade of C- or better in an Advanced course, his grade value will be “bumped” by 0.5 value point. For example, in GPA calculation a student who receives an A- or 10.0 in an Advanced course will have his grade value “bumped” to a 10.5. See table below for more detail. Note: Potential added grade value that accompanies Advanced or Advanced Placement courses is only reflected in the GPA calculated at the endterms and at the conclusion of the course.

### Weighted Grading Conversion Table

| Grade | Regular | Advanced | AP |
|-------|---------|----------|----|
| A+    | 12      | 12.5     | 13 |
| A     | 11      | 11.5     | 12 |
| A-    | 10      | 10.5     | 11 |
| B+    | 9       | 9.5      | 10 |
| B     | 8       | 8.5      | 9  |
| B-    | 7       | 7.5      | 8  |
| C+    | 6       | 6.5      | 7  |
| C     | 5       | 5.5      | 6  |
| C-    | 4       | 4.5      | 5  |
| D     | 1       | 1        | 1  |
| F     | 0       | 0        | 0  |

### 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 D, F 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 (credits) of the course divided by the number of units for included courses.

Fall, winter and spring honor rolls are calculated based on the END TERM marks. The Headmaster's List is calculated at the end of the year based on the COURSE FINAL marks for all full-year courses and all one-term courses from all three trimesters. The minimum average for the end of the year Headmaster's List is 10.0.

## **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.

## **ACADEMIC FAILURES**

In addition to the policy on Academic Probation, any boy who fails a course or receives multiple D's, 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 during the third week of August following the "No Contact Period" in order to enter the next grade.

## **REMEDIATION**

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.

## **SUMMER STUDY**

A Delbarton student has the option to request that courses and corresponding grades received at the Delbarton School Summer Session be included in his permanent transcript. The student must obtain, complete, and submit a Transcript Request Form from the Registrar. It is recommended that the student consult with his guidance counselor prior to adding summer course work to his transcript.

## SUMMER ASSIGNMENTS

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. For Advanced Placement courses, the material is often part of the required course syllabus. Students are responsible for the material covered in all summer assignments and can expect to be assessed on that material when you return to school.

## 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, Registrar, School Nurse and chaired by the Dean of Faculty) will meet to review the overall performance of each student. If a student's academic and disciplinary 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 of the probation, its rationale, and the length of time it is to last. During 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 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 an F or multiple D's 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 an F or multiple D's 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 an F or multiple D's 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 grade of F or three D's 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 a grade of F. 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.

## **STUDENT CODE OF BEHAVIOR**

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.

**ACADEMIC INTEGRITY - See Appendix A**

**HARASSMENT, HAZING, BULLYING AND ABUSE- See Appendix B**

**ATTENDANCE POLICY - See Appendix C**

### **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, 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 must still be worn underneath. It is important that the student abide not only to the letter but also to the spirit of the Dress Code. Jacket and ties will be required for certain days throughout the year. Periodically, the Dress Code is relaxed on Dress Down Days. Students should dress neat and clean. Dress shorts may be worn. Clothes whose appearance or expression is in poor taste are not permitted.

## **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, guidance 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 appeal his case to the Judicial Committee or to 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.

## **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.

## **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 student shall make this appeal in writing within 72 hours of receiving the resolution. 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.

## **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.

## **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 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.

## **REFERRALS**

Students observed or suspected by a faculty or staff member to have acted outside the guidelines of the Student Code of Behavior will be the subject of a "REFERRAL" form. The "REFERRAL" is completed by the faculty or staff member and includes the student's name, grade, date and time of observance and a detailed description of the behavior observed. The "REFERRAL" form is submitted to the class moderator who will then schedule a meeting with the student. A resolution will be decided upon by the moderator and the Assistant Headmaster.

## **RESTRICTED AREAS**

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

- Dining Hall - Restricted except for meal offerings
- Edward J. Murphy Fitness Center - During closed times
- Faculty Commons
- Faculty Residences
- Formal Garden - Restricted to all students except seniors - Gymnasium - Restricted unless a faculty member is present - Monastery - Out of bounds to all students.
- Old Main - Basement, 3rd & 4th floor
- Pool - Restricted unless a faculty member and certified lifeguard are present
- Parking Areas
- Retreat Center

## **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 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.

## **SEPARATION-SUSPENSION**

The Assistant Headmaster and Class Moderator shall suspend (in-school or out- of-school) a student after informing the Headmaster. They may 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 of the offenses for which a student may be dismissed at any time from Delbarton:

- Serious verbal or physical attack on a member of the faculty, staff or another student; -  
Stealing or vandalism;
- Possession, distribution or use of illicit drugs or alcoholic beverages;
- Plagiarism or cheating

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 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.

## **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.

## **SOCIAL MEDIA POLICY - See Appendix D**

## **SPORTSMANSHIP**

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.

## **STEALING/THEFT**

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 may be separated from the school. Students can hinder theft by clearly marking all books, clothing, calculators and athletic gear with their names.

## **SUBSTANCE ABUSE POLICY - See Appendix E**

## **TECHNOLOGY AND ACCEPTABLE USE POLICY - See Appendix F**

## **SMOKING - TOBACCO, VAPING, ETC**

Delbarton School in compliance with NJ State Law prohibits the use of smoking and tobacco products in any form (including cigarettes, snuff, snus, electronic cigarettes/hookahs/hookah pens/vape pens, and chewing tobacco) are prohibited on all school grounds, buses, buildings, and during any school sponsored function. Items will be confiscated. Mandatory drug testing is a requirement for students found using an electronic cigarette/vape pen. Violators of the law will be subject to the penalties prescribed by the statutes (including a misdemeanor complaint with the municipal court) and the usual disciplinary procedures of Delbarton School.

## **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

## **LEARNING ENVIRONMENT**

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

## CLASS 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 and expect a conference with the Moderator.

## 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 Senior 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.

## PUNCTUALITY

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.

## GENERAL INFORMATION

### ATHLETIC AWARDS

The School recognizes achievement through participation on interscholastic athletic teams. On the Middle School, Freshmen, 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. Students receive chenille **Varsity Letter** for lettering the first time in a particular sport. Players who letter subsequent seasons in a particular sport will receive a **Varsity Pin**.

To be eligible for a **Varsity Letter Jacket**, an athlete must: 1. Earn a **Varsity Letter** in a sport or (2) have completed at least three (3) years in that particular sport, without earning a varsity letter. Freshmen are not eligible for a **Varsity Jacket**.

The requirements for each sport are:

***Baseball:***

Coaches' recommendation

Participate in 1/2 total games

Pitchers in at least 1/3 total games

Seniors playing at least two years in program

Injured athletes who have played in at least 1/4 of all games

***Basketball:***

Coaches' recommendation

Selected as member of the squad

Practices or plays with the varsity the entire season

Injured athletes who have played in at least 1/4 of all games

***Cross Country:***

Coaches' recommendation

Place in the top seven for Delbarton in a conference dual meet

Run varsity in any Conference, County, Invitational or State meet

Senior who has participated for at least three years

Injured athletes who contribute to the success of the program

***Football:***

Coaches' recommendation

Play in at least 1/2 total quarters

Starter for no less than four games

Senior who has participated at least two years in program  
Injured athlete playing in at least 1/4 total quarters.

***Golf:***

Coaches' recommendation

Playing in at least 1/2 scheduled matches

Seniors playing at least two years in program

***Hockey:***

Coaches' recommendation

Playing in at least 1/2 scheduled games

Senior who has participated at least two years in program

Injured athlete playing in at least 1/4 total games

***Lacrosse:***

Coaches' recommendation

Selected as member of the squad  
Practices or plays with the varsity the entire season  
Injured athletes who have played in at least  $\frac{1}{4}$  of total games

***Soccer:***

Coaches' recommendation  
Playing in at least  $\frac{1}{2}$  scheduled games  
Senior who has participated at least two years in program Injured athlete playing in at least  $\frac{1}{4}$  total games

***Spring Track:***

Coaches' recommendation  
Place in any three invitational or championship meets  
Score an average of one point per dual meet  
Seniors who have participated at least three years in program Injured athletes contributing to success of program

***Squash:***

Coaches' recommendation  
Compete in at least  $\frac{1}{2}$  varsity matches Seniors in the program at least three years

***Swimming:***

Coaches' recommendation  
Participation in at least half of the dual meet schedule.  
Score an average of one point per dual meet  
Seniors who have participated at least three years in program Injured athletes contributing to success of program

***Tennis:***

Coaches' recommendation  
Compete in at least  $\frac{2}{3}$  varsity matches Seniors in the program at least three years

***Winter Track:***

Coaches' recommendation  
Place in any three invitational or championship matches  
Seniors who have participated at least three years in program Injured athletes contributing to success of the program

***Wrestling:***

Coaches' recommendation  
Student competing in 60% of conference varsity matches  
Any wrestler placing in districts, regionals or state meet

Injured athlete contributing to the success of program

## **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 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 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 ongoing (weekly or monthly), while others are ad hoc or annual endeavors. Students volunteer for a specific project in the campus ministry office.

## **CLASS SCHEDULE - Rotating Cycle**

Delbarton employs a rotating cycle in its academic calendar. That is, school days are identified by the first letter of the names which appear on the schedule. Whenever the sequence of days is interrupted by a holiday, it resumes with the next day in the cycle as listed in the calendar unless school is canceled due to snow or an unforeseen emergency, in which case the day missed is dropped.

### *Rotating block through lunch and FLEX time*

When a block rotates through lunch, the time will be distributed as lunch, class, and nonclass/non-lunch time. In all four rotations, the non-class time will be called FLEX time. Each class will be assigned a rotation pattern that remains the same for the entire term/year.

When a class rotates through lunch:

The following classes will have FLEX time immediately adjacent to class time.

- AP courses
- Upper level studio art classes
- Lab science courses

FLEX time in the AP, Studio Art, and Lab Science classes may be used for the following purposes:

- Lab periods in science classes
- Art classes involving work on a piece of art
- Testing, including extra time testing
- Instruction that is designed to supplement, augment, and/or enrich the course. These activities should differ from the main instructional activities of the regular class period (e.g., in-class writing/peer conferencing, individual help during a problem set, review for a test, etc.)
- FLEX time that is adjacent to class time can be used for a class period when students have at least a full day's notice posted on the class Schoology page.
- Students may not go to the cafeteria when they are not scheduled for lunch. Teachers are responsible for supervising the students in their class during FLEX time so that students do not report early for lunch.

## **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. The Delbarton Activities Program is administered by the Assistant Headmaster.

### **Philosophy**

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

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.

The co-curricular activities program provides full opportunity for all students to participate in accordance to their abilities, interests and needs. The program provides maximum opportunity for students who are sufficiently motivated to participate in a variety of individual and club activities. No student may 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.

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.

Faculty advisors should administer and conduct activities and clubs with a view toward involvement and service to the School Community.

## **Objectives**

To provide opportunity for students to strive for excellence in the practice and performance of skills, activities and assigned tasks.

To promote the practice of self-discipline and maturity in learning to cooperate, make commitments and participate in group and individual activities.

To strengthen in students the virtues of cooperation, self-sacrifice, and commitment essential to success in various activities and in our society.

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".

To enrich each student as a human being by allowing him to discover and pursue areas of personal interest.

To teach participation as a member of a group or the development of individual skills, and to encourage contribution to the success and wellbeing of the school community.

To motivate students to improve individual skills through practice and preparation in specified activities.

To teach students the skills, dynamics, rules, and strategies that relate to a particular activity.

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.

To develop in students an understanding of the value of activities outside the classroom in a balanced educational process

## **CO-CURRICULAR ATHLETICS**

### **Philosophy**

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 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.

1. 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.
2. The interscholastic athletic program provides full opportunity for all students to compete in accordance with their abilities, interests and needs. The program provides 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.
3. 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.
4. The interscholastic athletic program should be administered and conducted with a view towards maximum safety and security for all competitors, officials and spectators.
5. 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.

### **Objectives**

To provide opportunity for students to strive for excellence in the practice and performance of athletics and assigned tasks.

To develop strength of character, social competence, and ethical and moral values consistent with the needs and demands of community and society.

To encourage the development of a stronger and healthier young man, with a sound mind, and a healthy work ethic.

To promote the practice of self-discipline and emotional maturity in learning to make decisions in competitive and pressure situations.

To develop a sense of balance between "work" and "play."

To teach participation as member of a team, and to encourage contribution to the success and well-being of a team.

To motivate students to improve individual athletic playing skills through practice and preparation.

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.

To demonstrate that participation on an interscholastic sports team has responsibilities that students must properly fulfill in order to compete.

To develop in students an understanding of the value of athletics in a balanced educational process.

## **COMPUTER SERVICES**

### **Logging into the School Network**

Each student is assigned a username which is used to access the School's network. In most cases, your username will be Last Name\_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.

### **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.

## **DEANERY PROGRAM**

The Delbarton Deanery System serves as a forum of student discussion and as a link between the student body and Student Government. Based on the Benedictine concept of deans serving as representatives of a group within the monastic community, the Deaneries are 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. 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. Senior and Junior Deans are chosen each spring and the number shall be limited.

## **DRIVING**

Driving to school is a privilege. A Driving Permit Application will be available at the Returning Student Orientation. 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 is to be displayed in the left rear window of the car. All cars used by a student must 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 may 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.

## **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.

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. Students must sign out in the main office prior to departure.

## **FEES, BILLING AND OVERDUE ACCOUNTS**

The Business Office sends out monthly bills for student charges and fees that are in addition to tuition. All charges are due when billed. A grace period is extended to the fifteenth of the month in which the bill is issued.

Failure to pay a new statement balance in full on or before the payment date will result in an interest charge of two percentage points above the prime rate. Students with accounts in arrears will also have their schedules, report cards, and re-enrollment contracts withheld until his account is made current. Seniors whose accounts are in arrears as of May 1 will not be permitted to participate in graduation exercises and will not receive their diplomas until all charges are paid in full. If a student withdraws from or is dismissed from Delbarton, no student records (report cards or transcripts) will be released to other schools unless his account is paid in full.

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

### **Overdue Accounts**

Should a student's 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.

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. A final letter will request a meeting between the Business Manager and the parents or responsible party to discuss the disposition of this account. No student will be allowed to begin a new academic year with a previous balance. Special cases will be referred to the Financial Aid Committee for disposition.

## **FIRE DRILLS**

Continuous sounding of the fire alarm 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 may be suspended from school.

## **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.

## **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 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.

## **GYMNASIUM**

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

## **HEALTH SERVICES**

### **Medical Information:**

The following information **MUST** be on file with the School nurse prior to starting each academic year. Students will not be allowed to start school activities or classes until mandatory forms are completed and submitted to the school nurse.

1. Student's medical, emergency, insurance and biographical information provided through CAREDOX online.
2. Immunization record in compliance with New Jersey Administrative Code, including the Hepatitis B series and meningococcal vaccine.
3. Yearly physical by physician
4. 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
5. Students trying out for sports must have current physical and Delbarton Athletic Preparticipation Form completed and on file prior to participation.

### **Daily Medical Procedures**

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 (#4 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. 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**

- 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
- 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
- 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**

- Seeing the nurse is not an 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.
- 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.
- A student must sign out in the Main Office with a pass from the nurse before leaving the school.

## **Medication**

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.

Medication is to be delivered to the nurse in its original prescription bottle. No medications may be given or taken by any student under other circumstances while at Delbarton.

## **Medical Marijuana Administration - See Appendix H**

## **Physical Education Restrictions**

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 reissued 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.

- A school priority is to provide the community accurate information about communicable diseases its causes, its effects, and its prevention.
- Delbarton School will deal with the victims of communicable disease on a case-by-case basis.
- 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.
- If a person with a communicable disease continues to participate in the School, Delbarton School will provide support for that individual.

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.

## **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.

## **LAPTOPS**

Laptop are a mandatory component of every student's educational tool kit, just as textbooks, calculators, and pencils are now. The expectation is that the student will have his laptop available at all times should a teacher wish to incorporate technology into the curriculum.

## **LEAVING SCHOOL**

Students who must leave school early during the school day (8:10am - 2:40 pm) must 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 administrative assistant when leaving school. In an emergency situation, parents should call the Assistant Headmaster, or Main Office to ready their son for departure.

## **THE LIBRARY**

One of the most valuable resources available to students of Delbarton is the library. The library is a place of quiet and study.

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 7:30 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. Please do not remove any material from the library without signing it out to protect our valuable and many times irreplaceable collection.

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.

## **LOCKERS**

Most students are assigned a locker in Trinity Hall and/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. 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 discarded.

## **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. Fees are charged to personal "My Kids Spending" accounts. No cash accepted.

## **PRIVACY**

Delbarton School seeks to ensure the privacy of its students and abides by the Federal and State regulations pertaining to student privacy. The School is guided by The Family Educational Rights and Privacy Act (FERPA) in following policies on student information and privacy.

## **RETREATS**

As a "school for the Lord's service" (RB Prologue v. 45) that believes "that God invites us into a deeper relationship with Him," we seek to foster the spiritual development of our students and help them to grow in faith and love. One of the chief means of this effort is our school retreats. Every freshman and sophomore is required to attend a school retreat, and every middle schooler, junior, and senior is required to attend a class level "day of recollection." These retreats and "days of recollection" flow from the core beliefs of the school, are an expression of the school's mission, and serve to form Delbarton students in the values of the school. Any "unexcused absence" will be dealt in the normal disciplinary procedure, which may include separation from the school.

## **STUDENT GOVERNMENT AND CONSTITUTION - See Appendix G**

## **TEXTBOOKS**

All textbooks may be purchased via the Delbarton online bookstore hosted by MBS Direct or by another vendor, such as Amazon or Barnes and Noble. Delbarton School no longer sells textbooks directly.

## **TIP REPORTING SERVICE**

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. Phone: 973.355.7114
2. Text: Text your tip to 973.355.7114
3. Email: 1741@alert1.us
4. Web: <http://1741.alert1.ustob>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1741.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

## **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 disciplinary action. 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 <sup>34</sup> driver and toward fellow students. Report any concerns or problems to the Director of Transportation, at ext. 3372.

## Appendix A

### ACADEMIC INTEGRITY POLICY

A Delbarton student has respect for himself, others and the institution. He acts 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 breach of the Delbarton 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 internet) 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 submitted for academic credit in another course.

Instances of academic dishonesty are major infractions of the School's Honor Code. Instances of academic impropriety are handled by the class level Moderators and the Assistant Headmaster. In the case of a first offense the student will receive a Code Infraction and a failing grade for the assignment of issue. A second proven incident will result in dismissal. Any student who knowingly cooperates in an act of cheating or plagiarism is subject to the same measures.

## **Appendix B**

### **HARASSMENT, BULLYING, ABUSE AND HAZING POLICY**

Delbarton School has been and is committed to providing an educational atmosphere that is free of any conduct that can be considered harassing, abusive, disorderly, or disruptive. The school recognizes and will endeavor to protect the right of all students, faculty, and staff members to be treated with respect, courtesy, and tact. Actions or comments by staff, instructors, administrators, supervisors, staff, or students, whether intentional or unintentional, that result in harassment of students or other faculty or staff members will not be tolerated. Such conduct where reported and substantiated may result in disciplinary action, up to and including separation from Delbarton School or discharge from employment at Delbarton School.

The School will also report any and all concerns to appropriate civil authorities in fulfillment of the law. Delbarton is committed to providing a working/learning environment that is free of insult, ridicule, intimidation, and abuse. The Headmaster shall instruct all employees of this School to recognize and correct speech and behavior patterns that may be offensive (sexually or otherwise) with or without the intent to offend.

Actions, words, jokes, or comments based upon sex, sexual preference, gender, race, ethnicity, age, or religious identification have no place in the School and will not be tolerated. That the abuser only intended to be funny or believed that the recipient of his conduct welcomed it or seemingly accepted it, will not in any way constitute an excuse.

Any member of the Delbarton community who believes that this policy has been violated must 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 fully and confidentially and all persons are assured that no retaliation or reprisals of any kind will be taken against them for reporting any incident or possible violation of this policy.

If those reporting violations request that they not be identified to the person accused of violating the policy or to others, every effort will be made to honor the request, although it is not always possible given the need to investigate all complaints thoroughly. Anonymous complaints may also be made by writing directly to the Headmaster. Nevertheless, once an investigation has begun, all employees are required to cooperate with the investigation.

No one at St. Mary's Abbey or Delbarton School involved in the operations of the School whether a priest, cleric or layperson, is excused from strict adherence to this policy.

## Harassment

Title VII of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color, religion, sex, or national origin in all employment practices including conditions of employment.

Both the federal courts and the Equal Employment Opportunity Commission (EEOC) in its November 1980 Sexual Harassment guidelines have ruled that sexual harassment of employees constitutes unlawful sex discrimination and is thus a violation of Title VII. The EEOC guidelines require that employers affirmatively address the issue of sexual harassment in the workplace and devise and adopt appropriate procedures for maintaining a working atmosphere free of sexual pressure or intimidation.

Under the guidelines, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a nature which constitutes harassment when:

- submission to the conduct is either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
- such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment

The primary statute that prohibits sex discrimination against students is Title IX of the Education Amendments of 1972. While Title IX does not directly address sexual harassment per se, it can be readily construed. Allegations of harassment in any form will be subject to a review by the supervisors of the alleged victim(s) and perpetrator(s), findings of which will be submitted to appropriate Senior Management. In the event that "fair and reasonable" evidence supports any allegation of harassment that is considered to be "egregious" in nature, the employee who is found to be in violation of the harassment policy will be immediately terminated. A definition of "egregious" will conform to reasonable standard such as may be defined in civil and criminal law. In the event that "fair and reasonable" evidence supports an allegation of harassment that is not considered to be "egregious" in nature, the employee who is found to be in violation of the harassment policy will be suspended from employment for a two day period without pay, if the infraction is the employee's first violation of the policy. If the employee is found in violation a second time after "fair and reasonable" review, the employee will be terminated.

## **Bullying**

Bullying is a physical, verbal, or other intimidating act or pattern of behavior that causes physical or emotional harm to an individual or group. Online or cyberbullying is defined as an intentional electronic written or graphic act or series of acts by an individual directed at others that is severe, persistent, or pervasive. Bullying creates a threatening school environment, may interfere with a student's education, and in general disrupts the orderly operations of the School. In compliance with New Jersey's "Anti-Bullying Bill of Rights Act (C.18A:37-13 et seq.), employees are instructed to report acts of bullying to a supervisor. Upon learning of an act of bullying, the faculty member/adult staff will meet with the Assistant Headmaster to discuss a plan of response. All complaints will be investigated and no reprisal will be taken against those who report such acts.

## **Hazing**

Delbarton School prohibits hazing. Hazing is defined as an action or situation that recklessly or intentionally endangers the mental or physical health or safety of another person for the purpose of membership, advancement, or continued good standing in any organization recognized by the School. In addition, any requirement by a member that compels another member to participate in any activity that is against the Delbarton School Code of Conduct or New Jersey State Law is defined as hazing.

Hazing behaviors include but are not limited to the following:

- Forcing or requiring an individual to drink alcohol or use other substances or consume unreasonable amounts of food.
- Participating in morally degrading or humiliating games and activities.
- Participating in or creating situations that cause physical harm or emotional strain, such as causing a member or non-member to be the object of malicious amusement or ridicule.
- Using brutality or force.

Any of these activities, if a condition, either directly or indirectly, of membership, advancement, or good standing in a School recognized organization, shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding. The School may treat the action of even one member of a group as constituting hazing by the entire group. Executive leaders of an organization found responsible for hazing are also subject to disciplinary action.

Hazing is a violation of the New Jersey State Law when such action by a group or organization recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization. Any individual, group, or organization found responsible for hazing will be subject to disciplinary action, which may result in probation, suspension, or separation from the School.

## **Abuse**

Child abuse, particularly child sexual abuse, is a grave and far-reaching problem. New Jersey Law requires all persons, whether teachers, administrators, staff, or clergy, to report known or suspected incidents of child abuse to the Division of Child Protection and Permanency (DCP&P) of the State of New Jersey. For purpose of state law and this policy, "child abuse" is defined very broadly to include any physical, mental, or emotional injury or neglect of a person under the age of 18 caused by a person who has assumed responsibility for the care, custody, or control of such child. Obviously, this definition includes parents and other guardians. It also includes every person employed by Delbarton School, in any capacity.

What to do if you suspect child abuse: see REPORTING OF PROBLEMS that follows:

Any person who makes a report of suspected child abuse, and does so in "good faith", is immune from any liability, criminal or civil, regardless of whether the allegation was deemed substantiated or unfounded. With respect to Delbarton School employees, reporters of suspected child abuse who do so in "good faith" will not be disciplined or discriminated against for reporting said abuse. Any person who has a reasonable cause to believe that a child has been subjected to abuse and fails to report it is in violation of the law ("disorderly person") and subject to criminal penalties and discipline by Delbarton School, up to and including termination of employment. Discipline for making malicious reports or reports known to be false may also be subject to penalties by the School.

## **Reporting of Problems**

### **Reporting Suspected Abuse by an Adult**

## **Faculty/Staff Response**

- Faculty or Staff must report any suspected abuse or neglect of a youth whether on or off Delbarton property or whether perpetrated by a Delbarton employee or others. If you have reasonable cause to believe that a student has been subjected to abuse (a student reports abuse and/or there are signs of abuse), notify the Assistant Headmaster and the Dean of Guidance. Do not wait to obtain corroborative evidence. Trust your instincts and report the suspected abuse immediately. It is recommended that you be present when the information is reported to the DCP&P (Division of Child Protection and Permanency for the State of New Jersey) State Central Registry (SCR).
- If this is an emergency and it is not feasible to first contact the Assistant Headmaster or Dean of Guidance, you may contact the DCP&P before reporting your suspicions to School authorities. The number for the DCP&P is 1-877-652-2873 (1-877 NJ ABUSE). If the risk of harm or further abuse appears imminent, call the police (911) before you contact School authorities.
- If you are not able to report suspected abuse to the Assistant Headmaster or Dean of Guidance before contacting state authorities, you must do so as soon as possible so that immediate and proper steps may be taken to ensure the safety of alleged victims and others who may be at risk.
- If after reporting up, you do not hear back from the Administration and/or you are not satisfied that the allegations have been taken seriously, as a mandatory reporter in the State of New Jersey, you may report to the next level of administration and/or call DCP&P at 1-877-652-2873 (1-877 NJ ABUSE). Reporting up does not discharge your duty to report.

### **Additional Guidelines for Faculty/Staff Response to Incidents or Allegations of Abuse**

- If you witness abuse, interrupt the abuse immediately.
- If abuse is disclosed to you, tell the individual disclosing that he or she was correct to disclose to you. Remain calm.
- Be sure to document the incident, disclosure, or circumstances causing your suspicion of abuse.
- It is not your job to investigate the incident.

➤ If you have a reasonable suspicion of child abuse, do not allow that young person or other individuals to return to a potentially dangerous environment (e.g., the custody of a parent or guardian alleged to have abused the child) until School administrators and the proper authorities have been notified and advised of the situation.

### **Administrator Response to Abuse**

In addition to the above response procedures, Administrators should ensure the following documenting each step when appropriate:

- The immediate needs of the alleged victim are determined.
- The accused is suspended and removed from access to students. The accused will be suspended with pay during the investigation.
- As much information as possible is collected regarding the incident or allegation. Among the determinations that must be made:
  - Are the allegations credible?
  - Is there evidence to support the allegations?
  - Did the alleged action occur?
  - Did the employee violate any of the School's policies or procedures?
  - If there was misconduct or inappropriate behavior, what is the appropriate remedial action?
- If warranted, Administrators contact the authorities. At this time, it is advisable that the employee who originally reported the abuse be present. Authorities may advise that the School perform an internal investigation or authorities may perform their own investigation. Delbarton will decide how the internal investigation should be completed. If authorities request that the School take no action, the School will proceed in accordance with their request, making sure to document their request. If authorities do not require that the School take no action, the School will proceed with an internal investigation.
- Administrators continue to communicate with authorities.
- If abuse of a student is confirmed, the employee will be subject to termination.
- Legal counsel is sought throughout the process.

- A media response is prepared. All faculty and staff should be reminded of media contact policies.
- Headmaster will determine what is communicated to students, student families, and faculty/staff.
- The Administration of St. Mary's Abbey and the Lay Board of Trustees will be informed of reports of sexual abuse against School personnel.

### **Reporting Faculty or Staff Inappropriate Behavior with Students**

In the event that faculty or staff observes any suspicious or inappropriate behaviors on the part of other employees, it is their personal responsibility to immediately report their observations. Examples of suspicious or inappropriate behaviors could include policy violations, neglectful supervision, poor role modeling, excessive swearing, or making suggestive comments to students. All reports of suspicions or inappropriate behavior with students will be taken seriously. Delbarton procedures will be carefully followed to ensure that the rights of all those involved are protected.

### **Faculty/Staff Response**

In the event that an employee witnesses suspicious or inappropriate behaviors or policy violations from a co-worker, the employee is instructed to do the following:

- Interrupt the interaction and remind the co-worker of the correct policy or procedure for interacting with students.
- Report the behavior to the Dean of Faculty (or an immediate supervisor who will in turn report up to the Dean of Faculty or the appropriate supervisor).

### **Administration Response**

After gathering information regarding an accusation of misconduct with a student, the designated Administrator will:

- Determine disciplinary action to be taken if a policy violation against a student is confirmed.
- Notify authorities if after gathering information there is a possibility abuse.
- Advise the person who reported the behavior that the report is being taken seriously.

## **Closure**

Following the resolution of reported incidents, the School will determine what can be done to prevent like events in the future, including:

- Review the supervision.
- Review policies and procedures.
- Review the need for additional training.

## **Appendix C**

### **ATTENDANCE POLICY**

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

#### **SCHOOL DAY**

Buses arrive at the School before 8:05 am. Classes begin at 8:10am and end at 2:40 pm. One period every day is a lunch period. Buses leave from the School at 4 p.m. each day. A late bus leaves the School at 6:00 p.m.

#### **ABSENCES**

Attendance is necessary for learning. It is very difficult to make up work and still have the same kind of understanding of the material that students would have if they were present in class. Consequently, grades will suffer when a student misses class excessively. A student who is absent more than six full days in one term will have his status reviewed by the School administration. Additionally, absences in excess of five days for trimester courses and fifteen days for full-year courses may result in the lowering of the final grade or denial of course credit.

Absences that are not approved within the guidelines of this Handbook 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 addition, the failure of a student or parent to be forthright and honest in their communication with the school about an absence may result in separation.

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.

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

Absences:

Notifications of absences may be phoned in to ext. 2273 or emailed to Loraine Petrolino (LPetrolino@delbarton.org) before 8:30 AM. For readmittance a written and signed note must accompany the student and submitted to the Main Office. (Signing off on an email notification is sufficient).

### Planned Absences:

Approval for a planned absence must be obtained from the Assistant Headmaster, Mr. Charles Ruebling. A student may request a planned absence by submitting a written request with a parent or guardian signature. The student and Mr. Ruebling will schedule a conference to review the request. A planned absence request should be submitted at least one week in advance.

### Late Arrival or Early Dismissal:

If your son needs to leave early from school or will be late arriving to school please send in a signed note or an email prior to his tardiness or early dismissal to [lpetrolino@delbaton.org](mailto:lpetrolino@delbaton.org).

#### A. Excused Absence

Absence from school is permissible for personal illness, death in the family, driving license testing or emergencies (also see prearranged absence section for other circumstances). Students who have an excused absence will be allowed to make up work.

#### B. Excused Absence – College Visits

Juniors and seniors in good academic and disciplinary standing must plan ahead for their authorized college visitation. The student must present a written parental note (emails or voice mail messages are not satisfactory) to the Assistant Headmaster at least four (4) days in advance of the visit. Six college days (including pre or post 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 college days. Sophomores are allowed college days with permission from the Assistant Headmaster.

#### C. Planned 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, a driving test or other extraordinary circumstance. In addition, juniors and seniors may be excused for college visits.

Communication with the Assistant Headmaster prior to the planned absence is critical in gaining permitted excusals. Students must bring a written parental note explaining the absence (email and voicemail notices are not satisfactory) to the Assistant Headmaster stating the reason for the absence; this note must be presented to the Assistant Headmaster at least four days prior to the absence. In addition, the student is to meet personally with his teachers to discuss his upcoming absence. A Committee consisting of the Assistant Headmaster, Dean of Faculty and Dean of Guidance shall determine and authorize absences to be excused under School guidelines.

#### D. 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 with an unexcused absence will receive a failing grade for that day's classwork in each class (written assignments may be submitted electronically on the due date without penalty). Students are required to make up all missed class work during the period of his absence. The made up work may earn no higher than the failing grade of 60% according to the Delbarton Percent Range Equivalent as described in the faculty and student handbooks under Grading Student Performance (or the equivalent of 60% of the total attainable points according to a teacher's grading system). If the student does not make up missed work his grade for that work will be an F (0 out of 100 or 0% of total possible points). Students are not permitted to take a test or any other in class assessment for full credit at any time other than the due date in an attempt to circumvent the existing policy regarding an unexcused absence. In addition, unexcused students may not participate in co-curricular activities for that day.

#### E. Unexcused Absence - 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. 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.

## F. Prolonged Excused Absence and Modified Instruction

A modified schedule and/or instructional plan (including home instruction) is designed for students who are unable to function or be accommodated in our typical daily setting because of a medical/physical problem and/or a serious emotional, psychological or behavioral problem. The decision to require a student to transition to a modified instructional plan shall be made by the Headmaster in consultation with the Dean of Guidance, the School Nurse (when appropriate), the boy's guidance counselor and the boy's teachers.

A student on a modified schedule and/or instructional plan will follow the same curriculum as prescribed by the teacher, but the teacher may adjust the curriculum in order to accommodate the student's needs. There will be regular communication between the student and each of his teachers (a minimum of once a week). The student's guidance counselor and teachers will determine the course requirements, and may be modified according to the nature of the student's disability.

A team, consisting of the Headmaster, the Dean of Guidance, the School Nurse, and one of the boy's teachers, will oversee the implementation of the program and monitor the boy's progress during the course of his modified instruction.

Upon the successful completion of all his course requirements by no later than the third week of August following the "No Contact Period" the student will be permitted to advance to the next grade level, or, if he is a senior, receive a Delbarton diploma. In the case of a senior, all course requirements must be completed by July 1 in order that a transcript may be submitted to college. In the event that the senior needs additional time to complete his course work, he can work through the summer, complete his course work, and receive his diploma by Sept. 1.

## G. Tardiness

Regular 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.

Students must arrive prior to the start of the lunch period class in order to be eligible to participate in co-curricular activities that day. In the event of an extenuating circumstance, a student should contact the Assistant 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.

#### H. Early Dismissal

Students who must leave school early during the school day (8:10 am- 2:40 pm) must 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 administrative assistant when leaving school. In an emergency situation, parents should call the Assistant Headmaster or Main Office to ready their son for departure.

#### I. Cancellation of School, Snow Days and Communication

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.

## Appendix D

### SOCIAL MEDIA POLICY

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or electronic communications (e.g. Facebook, twitter, etc.), both within the Delbarton community and beyond. Students who participate in electronic or online interactions must remember that their posts reflect on the entire Delbarton School community and, as such, are subject to the same behavioral standards set forth in the Student Handbook.

In addition to the regulations found in the Student Handbook, students are expected to abide by the following:

To protect the privacy of Delbarton students and faculty, students may not, under any circumstances, create digital images of Delbarton community members either on campus or at off-campus Delbarton events for electronic or online publication or distribution

Students may not use social media sites to publish disparaging, harassing or exploitative remarks or images about Delbarton community members, athletic or academic contest rivals, etc. Students who choose to post editorial content to websites, blogs or other forms of electronic media must ensure that their submission does not reflect poorly upon the school or any member of the community

Failure to abide by this Policy, as with other policies at Delbarton, may result in disciplinary action as described in the Student Handbook, or as determined by the Assistant Headmaster.

## Appendix E

### SUBSTANCE ABUSE POLICY

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.

New Jersey State Law (18: A: 40 A-1) requires that if a student is suspected of being “under the influence,” he must receive medical evaluation to test for the presence of drugs and/or alcohol. In such case, the parent will be immediately notified and required to have the boy tested and examined at a school-approved facility (such as IMCC) within two hours. If the parent cannot be notified, municipal authorities will be summoned to transport the student to an appropriate facility. An appropriate school representative shall either accompany the student and the authority or follow in their own vehicle. In appropriate cases a student may be asked to do an “in house” drug screening test.

If the testing is negative, the student may return to school with a note from a medical professional indicating that he is cleared mentally and physically to return. In the event that the testing is positive and the treatment facility identifies an existing alcohol or drug abuse problem, the boy will be required to enter a licensed treatment program or an individual program with a qualified professional.

Upon substantial completion of such a treatment program, a “re-entry” meeting will be held with the student, his parent(s), and a Delbarton team (to include Headmaster, Assistant Headmaster, Dean of Guidance, School Nurse, and any other appropriate school representative) to review the evaluation and recommendations of the treatment facility. At this meeting, the parent(s) will be asked to sign a release allowing the school counselor and/or school nurse to speak with the treating professional about the progress the student has made during the course of the treatment.

The student will agree to comply with all recommendations made by the treatment provider and Delbarton School. Furthermore, the student must agree to follow-up meetings with the Dean of Guidance and/or the School Nurse (frequency of meetings to be determined by the team) and/or required community service projects determined by the administration.

Deliberate failure to comply with any of the above procedures (or any other specific requirements of Delbarton School) will be deemed non-compliance and may result in separation from the School.

At the end of the treatment period, the School will require a written report from the medical professional stating that “the treatment/therapy has been completed and that the student’s substance abuse no longer interferes with his ability to perform in school.”

Any student who voluntarily seeks help for a drug or alcohol abuse problem will receive direction, assistance and support from the School, in accordance with confidentiality laws dealing with the health of a given individual.

## Appendix F

### TECHNOLOGY AND ACCEPTABLE USE POLICY

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 academic activities. 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:

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.

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.
- Maintain and update all software required and/or issued by Delbarton School

Respect and protect the intellectual property of others

- Abide by all copyright laws (not making illegal copies of music, games, or movies!).
- Not plagiarize.

Respect and practice the principles of community.

- 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.
- The recording of any type of media (images, audio, video and etc.) without prior consent from an appropriate authority is prohibited.

### Mobile Communication Devices

Mobile communication devices, including, but not limited, to smart phones, mobile phones, and tablet computers (“MCDs”) used other than for classroom work are not permitted in classrooms while class or other academic activities are in session. Other than the use of a tablet computer limited to classroom related work, MCDs observed by Delbarton faculty or administrators during classroom time shall be subject to confiscation. The Delbarton faculty member or administrator shall as soon as practicable surrender the device to the Assistant Headmaster. If there is reasonable suspicion that the MCD contains evidence of a violation of the Delbarton Behavior Code or the law, then the Assistant Headmaster shall surrender the MCD for analysis by a third-party forensic consultant hired by Delbarton. In such case, the forensic consultant shall be directed to submit a report as to the contents of the confiscated MCD to the Assistant Headmaster and Delbarton’s legal counsel. The Assistant Headmaster shall take appropriate disciplinary action in if any content of the MCD is in violation of Delbarton’s Behavior Code set forth in this handbook. Legal counsel shall notify the appropriate law enforcement agency if the MCD contains any content including images in violation of the law.

### 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 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

Violation of the above policy 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 the privilege to use personal and School technology and electronic devices.

## Appendix G

### DELBARTON SCHOOL STUDENT 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, Class Representatives from each grade, and five senior Councilmen. This body will be assisted by the knowledge and experience of two faculty advisors. See Table 1

#### **Section 1: Officers of the Student Government**

**A. President (Elected)** – Any member of the Junior class, who has not received a Code Infraction in the category of academic integrity, theft, disrespect, or physical or verbal abuse in the current academic year and is currently fulfilling the academic requirement of a council member (i.e. not on probation), may run for the office of President. The duties of the president are as follows:

- He shall conduct all Council meetings and shall prepare all agendas thereof.
- He and the Vice President shall have the power and responsibility to nominate all committee chairmen, unless otherwise specified.
- He is, ex officio, a member of all committees.
- He shall be the student body's chief representative and spokesman at all school functions and at meeting with other schools.
- He shall, ex officio, serve as chairman of the Elections.

**B. Vice-President (Appointed)** - Any Junior, currently fulfilling the academic requirement of a council member, may be selected for the office of Vice- President. The duties of the Vice President is as follows:

- In the absence of the President, he shall preside over all council meetings and assume the duties of the President.
- He, in conjunction with the President, shall nominate all committee chairmen, unless otherwise specified in this constitution.
- He shall serve, ex officio, as chairman of the Judicial Committee.

**C. Secretary (Elected)** - 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:

- He shall record and promptly distribute the minutes for all Council meetings. These minutes must be neatly printed in outline form
- He shall keep records of attendance and voting for all council meetings
- He shall keep records of actions from all previous meetings
- He shall serve, *ex officio*, as the recording member of the Judiciary Committee

**D. Councilman (Elected and Appointed)** - Any junior, fulfilling the academic requirements of a council member, may run for the office of Councilman. The President, in conjunction with the Vice-President shall select four additional councilmen, and the student body will elect one councilman. The duties of the Councilmen are as follows:

- They shall assist the President in planning school events.
- They shall coordinate events designated by the President.
- They shall vote on Council of Seniors matters and legislation.

**E. Class Representatives (Elected)** - Each class, grades seven through eleven, will elect a Class President who will also serve as a Class Representative on the Council of Seniors. 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: Election of Student Officers**

### **A. Election of School-wide Officers**

- The presiding Council of Seniors will administer School-wide and Class level elections.
- When there are more than two candidates for a position, primary elections will be held.
- For each position, President, Secretary and Councilman, the two candidates with the highest number of votes will then advance to the final election. In the final election, the candidate with highest vote tally will be declared the winner. Should a tie result in either the primary or final election, a run-off will be held.

- Nominating procedure: All candidates must complete a Nomination Form. All nomination forms must be filled out completely and endorsed by a signature of any fifty (50) students and any two (2) faculty members. Along with the Nomination Form candidates must submit a photo and resume. Following the primary, the two final candidates for each position are given the opportunity to present their campaign speech to the entire student body. Balloting will commence immediately following the campaign speeches and remain open for a reasonable amount of time (at least eight hours).

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

- Following final elections of school-wide officers, nominating forms will be made available to those who wish to run for class office. All candidates are required to have two (2) faculty signatures of endorsement. For those offices with more than three candidates a primary will be held. 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. 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 after the end of the fall midterm. All candidates are required to have two (2) faculty signatures of endorsement. Primary elections and final speeches and elections will be held following the nomination period. (For election procedure, treat as above in Article I, Section 2, subsection B1).

**Article II: Student Committees**

**Section One: Academic Committee**

The duties of this committee are as follows:

- They shall have one member at each faculty Academic Council meeting. That member will then report all pertinent findings to the Council of Seniors.
- 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: 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.

## **Bylaws**

### **Article I: Student Government Mission Statement**

At the annual Student Leadership Retreat the Council of Seniors, the Deanery Leaders, and the Campus Ministers together will formulate the Mission Statement for the ensuing academic year. The Mission Statement will be shared with the entire student body at the first Deanery session of the year.

### **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. It is recommended that meetings 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 Council President. Meetings are not exclusive to the Council members. All meetings shall be open to the student body should they wish to attend unless otherwise decided by the President.

### **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 Council meetings, Morning Meetings, and

the Deanery System. 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.

## **The Judicial Committee**

### **I. Purpose**

The purpose of the Judicial Committee is to give students a form of recourse in the matters of discipline. 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. Council of Seniors Moderator (s)
2. The Council of Seniors President

The remaining students shall be:

1. The president of the accused student's class
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
  - a. Procedure reviewed for Committee members
  - b. A member of the Committee informally chosen as recording secretary
2. Class Moderator Opening Comments
  - a. Moderator of the accused student's class explains case and presents Referral Forms, accused student's reflection and any other pertinent documents.
3. Written Material Presentation
  - a. 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 (optional)
  - a. Teacher enters, presents case and evidence, fields questions and leaves

5. Student Presentation

- a. Student enters, presents case and evidence, fields questions and leaves
- b. Student may not be accompanied by parent or legal counsel

6. Class Moderator Closing Comments & Exit

7. Discussion

8. Conclusion (s)

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 member shall be present to hear a case. (At least 3 faculty member 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, and 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

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

**Student Government, Council of Seniors, Representation**

| <b>Position</b> | <b>Selection Specifics</b> | <b>Grade</b> |
|-----------------|----------------------------|--------------|
| President       | Elected                    | 12           |
| Secretary       | Elected                    | 12           |

|                           |                       |    |
|---------------------------|-----------------------|----|
| Councilman                | Elected               | 12 |
| 7th Grade Representative  | Elected by 7th grade  | 7  |
| 8th Grade Representative  | Elected by 8th grade  | 8  |
| 9th Grade Representative  | Elected by 9th grade  | 9  |
| 10th Grade Representative | Elected by 10th grade | 10 |
| 11th Grade Representative | Elected by 11th grade | 11 |
| Vice-President            | Chosen by President   | 12 |
| Councilman                | Chosen by President   | 12 |
| Councilman                | Chosen by President   | 12 |
| Councilman                | Chosen by President   | 12 |
| Councilman                | Chosen by President   | 12 |

**WHO'S WHO 2018-2019**  
**St. Mary's Abbey Administration**  
**and Officers of *The Order of St. Benedict of New Jersey, Inc. (OSBNJ)***

Abbot Richard Cronin, O.S.B., *Abbot* (President, OSBNJ; President of Delbarton School, *ex officio*)  
Fr. Edward Seton Fittin, O.S.B. '82, *Prior* (Vice President, OSBNJ)  
Fr. John Hesketh, O.S.B., *Sub-Prior* (Secretary, OSBNJ)  
Fr. Hilary O'Leary, O.S.B., *Novice Master & Director of Formation*  
Fr. Michael Tidd, O.S.B., *Treasurer* (Treasurer, OSBNJ)

**Council of Seniors (governing board of Delbarton School)**

|                                      |                            |
|--------------------------------------|----------------------------|
| Fr. Jerome Borski, O.S.B.            | Fr. Gerard Lair, O.S.B.    |
| Fr. Edward Seton Fittin, O.S.B., '82 | Fr. Hilary O'Leary, O.S.B. |
| Fr. John Hesketh, O.S.B.             | Fr. Andrew Smith, O.S.B.   |

**Delbarton School**

**Administration**

Fr. Michael Tidd, O.S.B., *Headmaster*; B.A., University of Pennsylvania; M.A., La Salle University; Ed.D., University of San Francisco; M.N.A., University of Notre Dame

Mr. Charles Ruebling '79, *Assistant Headmaster*; B.S., Cornell University; M.A.T., Montclair State University

Ms. Anne Leckie, *Dean of Faculty*; B.A., Douglass College, Rutgers University

Dr. Matthew D'Urso, '96, *Dean of Guidance*; University of Notre Dame; Ph.D., Teachers College, Columbia University

Mr. Daniel Whalen, *Director of Athletics*; B.S., Trenton State College

Dr. David Donovan, *Dean of Admissions*; B.A., Brown University; M.A., Columbia University; M.Phil., Ph.D., Drew University

Dr. David Hajduk, *Director of Campus Ministry*; B.A., M.A., Seton Hall University; Ph.D., Maryvale Institute (UK)

Mr. Michael Rosenhaus '80, B.A., Drew University; M.A., University of Southern California, *Director*

Mr. Jonathan Kelly '99, B.A., Fairleigh Dickinson University; M.I.L.S. (cand.), Rutgers University,  
*Director of Library Services*

Mr. Michael Pellechio, *Business Manager*; B.A., Rutgers University, M.P.A., University of  
Connecticut

Mr. Michel Rimpel, *Director of Buildings and Grounds*; Pratt Institute

Mr. John Costa, *Dean of Academic Technology*; B.S., N.E., Chubb Institute

Mr. J. Craig Paris '82, *Director of Development and Alumni Affairs*; B.A., Villanova University

Ms. Jessica Fiddes, *Director of Marketing and Communications*; B.A., Wells College

## **Faculty**

### **Art**

Ms. Diane Lopez, B.A., Drew University, *Chair*

Mr. Domenico Rodi, B.A., University of Wolverhampton (U.K.)

Ms. Caitlin Servilio, B.A., American University; M.L.I.S., Rutgers University

### **Classics**

Dr. Rachel Carlson, B.A., Reed College; M.A., Ph.D., University of Washington, *Chair*

Dr. Theresa O'Byrne, B.A., University of Colorado; M.A., Ph.D., University of Notre Dame

### **Computer Science**

Mr. David Martin, B.S., Ithaca College; M.S., Pace University, *Chair* Ms.

Janet Steen, B.A., Rutgers University

### **English**

Mr. Christopher Pillette, B.S., University of Oregon; M.F.A., Rutgers University, *Chair*

Ms. Angela Brown, B.A., University of Vermont; M.F.A., Fairleigh Dickinson University

Mr. Michael Carr '01, B.S., Boston University; M.A., Middlebury College;

Ms. Christine Connelly, B.A., Lehigh University; M.A., Columbia University

Mr. Jonathan Currie, B.A., M.A., Boston College

Mr. Robert E. Flynn, B.A., Trinity College; M.Ed., Columbia Teachers College; *Technology  
Integration Specialist*

Br. William McMillan, O.S.B., B.A., Syracuse University

Mr. Neil Murphy '07, B.A., Hamilton College

Mr. Anthony Negrin, B.A., La Salle University; M.A., Pace University

Mr. Philip Schochet, B.A., M.A., Seton Hall University; M.F.A., The New School  
Mr. Andrew Sherwood, B.A., College of Holy Cross; M.A.T., Union Graduate College  
Mr. David Sulley, B.A. Trenton State College; M.A., Marygrove College Mr.  
Gregory Wyatt, B.A., Providence College; M.Ed., Rutgers University

### **History**

Mr. John Thompson, B.A., Gettysburg College; M.A., University of Massachusetts, *Chair*  
Mr. Brian Bowers, B.A., Union College; M.A., State University of New York  
Mr. Thomas Brady, B.S., Fordham University  
Mr. Luke Chiarolanio '11, B.A., Lafayette College  
Mr. Christopher Cocozello, B.A., Richard Stockton College; M.Ed., Troy University  
Mr. Kevin Conn, B.A., Williams College  
Mr. John Diffley, B.A., Franklin & Marshall College; M.A., Rutgers University  
Mr. Craig Fleishman, B.A., Bucknell University  
Mr. LaJuan Foust, B.A, M.A., Cleveland State University  
Mr. Matthew Kovachik, B.A., Hartwick; M.A., Sacred Heart University  
Mr. Kent Manno, B.A., Washington and Jefferson College  
Mr. Martin Page, B.A., Princeton University  
Mr. Charles Ruebling '79, B.S., Cornell University; M.A.T., Montclair State University  
Fr. Demetrius Thomas, O.S.B., B.S. Indiana University of Pennsylvania; M.A., M.Div., Seton Hall  
University  
Fr. Michael Tidd, O.S.B.

### **Mathematics**

Mr. Joshua Hartle, B.S., Ursinus College; M.A., Ed.D. (cand.), Seton Hall University, *Chair*  
Mr. Patrick Finn, B.S., University of Notre Dame  
Mr. Collin Frost, B.A., Binghamton University  
Ms. Kelly Gleason, B.S., Belmont Abbey College; M.A., Seton Hall University  
Mr. Joseph LaLiberte, B.A., Middlebury College  
Mr. Charles Johnson, B.A., M.A., Columbia University  
Mr. Kenneth Kane, B.S., M.Ed., University of South Florida  
Ms. Judy Lee, B.S., Rutgers University; M.S., Cornell University  
Mr. Timothy McEvoy, B.S., The Catholic University of America; M.Ed., University of Notre  
Dame  
Ms. Jessica McKeever, B.S., Florida Institute of Technology  
Mr. Richard Peterson, B.A., Washington and Lee University  
Mr. Patrick Savidge, B.A., University of Delaware  
Mr. Bruce Shatel, B.A., University of Delaware

### **Modern Languages**

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

Mr. Kevin Conn, B.A., Williams College  
Mr. Michael DelGuercio '04, B.A., Villanova University  
Mr. John Diffley, B.A., Franklin & Marshall College; M.A., Rutgers University  
Ms. Jenna Gomez, B.A., George Washington University  
Mr. Joseph LaLiberte, B.A., Middlebury College  
Ms. Anne Leckie  
Mr. John Majano-Lopez, B.A., Seton Hall University; M.A., Villanova University  
Mr. Jaime Paris, B.A., Rutgers University; Spanish; M.A., Ph.D. (cand.), Montclair State University  
Ms. Maureen Pearsall, B.A., Rutgers University; M.A., Monterey Institute of International Studies  
Mr. Dan Pieraccini, B.A., College of New Jersey; M.A., Rutgers University Mr. Zachary Tabor, B.A., University of Pennsylvania

### **Music**

Mr. David Blazier, B.M., Ithaca College, *Chair*  
Mr. Matthew Corica, B.A., George Washington University

#### *Adjunct Music Faculty*

Ms. Norma Davis, B.M. Rutgers University; M.A. New York University, *Abbey Orchestra Director*  
Mr. John DiEgidio, B.M.E. Rutgers University; M.M., Montclair State University, *Wind Ensemble & Woodwind Ensemble Director, private clarinet & saxophone instruction*  
Mr. Nathan Eklund, B.M. William Paterson University; M.M. New Jersey City University, *Wind, Jazz and Brass Ensembles, private brass instruction* Ms. Celine Fitzpatrick, B.M. William Paterson University, *Percussion Ensemble* Dr. Jerry Forderhase, B.M., Howard Payne University; M.M., Baylor University; Ed.D. Columbia University, *Schola Cantorum, private voice instruction*  
Mr. Chris Hatcher, B.M., Southern Illinois University; M.M., Westminster Choir College, *Arma Lucis Director, Schola Cantorum accompanist, piano instruction*  
Ms. Samantha Tomblin, B.M., Rutgers University, *Young Abbey Orchestra Director*  
Ms. Prudence Weidemann, B.A. Ithaca College, *Flute Ensemble Director*

### **Physical Education and Athletic Training**

Mr. Michael Beach, B.A., Upsala College; *Director of the Edward J. Murphy Fitness Center*  
Mr. Matthew Beneszewski, B.S., Colby-Sawyer College; M.A., Western Michigan University, *Athletic Trainer*  
Mr. Daniel DesPlaines, B.A., Trinity University; M.S., Ithaca College  
Mr. Sean Rose, B.A., Kean University  
Mr. Bryan Stoll, B.A., Duke University  
Mr. Marc Voicechovski, B.S., William Paterson University; M.S., California University of Pennsylvania, *Athletic Trainer*

## **Religious Studies**

Ms. Sarah Loveday, B.A., College of Holy Cross; M.Th., Harvard Divinity School; M.A.T., Fairleigh Dickinson University, *Chair*

Mr. Philip Bauchan, B.A., Mt. St. Mary's University; M.A., Ph.D. (cand.), Loyola University

Ms. Bridget Keller-Cifrodelli, B.A., College of Holy Cross; M.A., Ph.D. (cand.), Drew University

Ms. Patricia Crapo, B.A., Villanova University; M.A., Seton Hall University

Fr. Edward Seton Fittin, O.S.B. '82, B.A., Mount St. Mary's University; M.Div., Catholic University of America

Dr. David Hajduk

Mr. Jesse Mazzola, B.A., Hofstra University; M.A., Seton Hall University

Fr. Hilary O'Leary, O.S.B., B.A., Conception Seminary; M.A., Fordham University Fr.

Demetrius Thomas, O.S.B.

Mr. Matthew White, B.A., College of Holy Cross; M.Div., Seton Hall University

## **Science**

Ms. Elizabeth. A. Mainardi, B.A., M.A., Seton Hall University, *Chair*

Mr. Robert Bitler, B.S., B.A., University of Rochester University of Rochester, M.A., Columbia University

Ms. Frances Bonalsky, B.A., Georgian Court University

Mr. Richard Cimino, B.A., Montclair State University; M.Ed., Rutgers University

Dr. Jonathan Cote, B.S., University of Scranton; M.Ed., Loyola College, Ed.D., Creighton University

Mr. Gregory Devine, B.A., Williams College; M.Ed., Harvard University

Ms. Tiffany Luludis, B.A., B.S., Rutgers University; M.A., University of Mississippi

Ms. Jessica McKeever, B.S., Florida Institute of Technology

Ms. Margaret Nevistich, B.A., M.A., Drew University

Mr. Daniel Szelingowski, B.A., Johns Hopkins University; M.Ed., Seton Hall University

Mr. Brian Theroux, B.S., Washington State University; *Sustainability Coordinator*

## **Student Services**

### **Athletics**

Mr. Brian Bowers, *Assistant Director of Athletics*

Mr. Daniel DesPlaines, *Assistant Director of Athletics*

Ms. Mary Johnson, *Administrative Assistant*

### **College Counseling and Senior Guidance**

Mr. Michael Rosenhaus '80, *Director*

Mr. Sean Flanagan, B.S., Georgetown University

Mr. Nicholas Linfante, B.A., Boston College; M.Ed., Seton Hall University

**Guidance**

Dr. Matthew D'Urso, '96, *Dean*

Ms. Kelly Gleason, *Junior Counselor*

Mr. Christopher Cocozello, *Sophomore Counselor, Testing Coordinator*

Mr. Matthew Kovachik, *Freshman Counselor*

Mr. Richard Cimino, *Middle School Counselor*

Ms. Lorraine Petrolino, *Administrative Assistant, Attendance Officer, Receptionist*

**Health Services**

Ms. Deirdre McAuliffe, R.N.; B.S., Rutgers University; CADC, *School Nurse*

**Library Services**

Mr. Jonathan Kelly '99, *Director*

Mr. Kent Manno, *Assistant Director, Archivist*

Ms. Maria Lorenzo, *Administrative Assistant; Textbook Coordinator*

**Registrar's Office**

Dr. Jonathan Cote, *Registrar*

**Summer Programs**

Mr. Kent Manno, *Co-Director of Delbarton Sports Camps*

TBD, *Co-Director of Delbarton Sports Camps*

Mr. Joshua J. Hartle, *Director of Summer School*

**Transportation Services**

Mr. Kent Manno, *Director*

**Administrative Services****Admissions Office**

Ms. Connie Curnow, *Administrative Assistant, Main Office Manager*

**Business Office**

Ms. Barbara Suppes, *Comptroller*

Ms. Emma D. Bernardo, *Payroll & Human Resource Administrator*

Ms. Roberta Roser, *Administrative Assistant & Accounts Receivable*

Ms. Katherine Snyder, *Administrative Assistant & Accounts Payable*

**Dean of Faculty and Registrar's Office**

Ms. Kristin Albarelli, *Administrative Assistant*

**Development and Alumni Relations Office**

Mr. Patrick Collins '81, *Campaign Director*

Mr. Matthew Campbell '08, *Associate Campaign Director*

Ms. Maria Van Kirk, *Director of the Delbarton Fund*

Ms. Melanie Bowers, *Database Manager*

Ms. Valerie Conroy, *Administrative Assistant for Development Operations*

Ms. Ana Martinez, *Assistant to Campaign Director*

Ms. Heidi Williamson, *Assistant to the Director of Development and Alumni Relations*

**Headmaster's Office**

Ms. Theresa Maguire, *Administrative Assistant*

**Housekeeping and Event Planning Office**

Ms. Alecia Ho-Sang, *Manager*

Ms. Ann Marie Cecala, *Day Porter*

**Marketing and Communications Office**

Mr. Jared Lowy, *Associate Director of Marketing and Communications*

Br. William McMillan, O.S.B., *Assistant to the Director of Marketing and Communications*

**Technology Office**

Mr. Christian Zollers, *Technology Services Assistant*

**Class Moderators**

| Moderator               | Class         |
|-------------------------|---------------|
| Mr. Bryan Stoll         | Middle School |
| Mr. Daniel DesPlaines   | Freshman      |
| Mr. Daniel Szelingowski | Sophomore     |
| Mr. Michael Carr '01    | Junior        |
| Mr. Andrew Sherwood     | Senior        |

**Moderators for Student Activities**

| Activity                | Moderator(s)                     |                     |  |
|-------------------------|----------------------------------|---------------------|--|
| Abbey Altar Association | Fr. Edward Seton Fittin, OSB '82 |                     |  |
| Abbey Orchestra         | Ms. Norma Davis                  |                     |  |
| American Politics Club  | Mr. Tom Bennett                  | Mr. Neil Murphy '07 |  |

|                                |                            |                      |                        |
|--------------------------------|----------------------------|----------------------|------------------------|
| Angler's Club                  | Mr. Neil Murphy '07        | Mr. Craig Fleishman  |                        |
| Anime Club                     | Mr. Philip Bauchan         |                      |                        |
| Archway (yearbook)             | Mr. Domenic Rodi           |                      |                        |
| Arma Lucis (choral ensemble)   | Mr. Chris Hatcher          |                      |                        |
| Art Open Studio                | Ms. Diane Lopez            | Ms. Caitlin Servilio |                        |
| Benedictones (choral ensemble) | Mr. David Blazier          |                      |                        |
| Big Brothers                   | Mr. Matthew White          |                      |                        |
| Blood Drive                    | Ms. Deirdre McAuliffe      |                      |                        |
| Brass Ensemble                 | Mr. Nathan Eklund          |                      |                        |
| Business & Economics Club      | Mr. Thomas Brady           | Mr. Sean Flanagan    |                        |
| Campus Ministry                | Dr. David Hajduk           | Mr. Philip Bauchan   | Mr. Kevin Conn         |
|                                | Mr. Jon Currie             | Mr. Jesse Mazzola    | Mr. Timothy McEvoy     |
|                                | Mr. Daniel Pieraccini      | Mr. Matthew White    | Ms. Angela Brown       |
|                                | Ms. Patricia Crapo         | Ms. Kelly Geason     | Ms. Elizabeth Mainardi |
|                                | Mr. Jon Cote               | Ms. Sarah Loveday    |                        |
| Chemistry Club                 | TBD                        |                      |                        |
| Chess Club                     | Mr. Jaime Paris            |                      |                        |
| Council of Seniors             | Mr. Michael DelGuercio '04 | Mr. Neil Murphy '07  | Mr. Tony Negrin        |
| Courier (Newspaper)            | Mr. Gregory Wyatt          | Ms. Sarah Loveday    |                        |
| Culinary Club                  | Mr. DelGuercio '04         |                      |                        |
| Cycling Club                   | Mr. Michael Rosenhaus '80  |                      |                        |
| D.A.P. (Diversity Among Peers) | Mr. Tony Negrin            | Ms. Jenna Gomez      |                        |
| Deanery Program                | Mr. Matthew Kovachik       | Mr. Michael Carr '01 |                        |
| Delbartech                     | Mr. Christian Zollers      |                      |                        |
| Delta (literary magazine)      | Ms. Angela Brown           |                      |                        |

|                                  |                          |                   |  |
|----------------------------------|--------------------------|-------------------|--|
| Engineering & Design Club        | Mr. Gregory Devine       | Mr. Robert Bitler |  |
| Fall Drama                       | Mr. Matthew Corica       | Mr. Andrew Bodd   |  |
| Fellowship of Christian Athletes | Mr. Charles Ruebling '79 |                   |  |
| <b>Activity</b>                  | <b>Moderator(s)</b>      |                   |  |
| Film Club                        | Mr. Michael Carr '01     |                   |  |

|                             |                            |                        |  |
|-----------------------------|----------------------------|------------------------|--|
| Flute Ensemble              | Ms. Prudence Weidemann     |                        |  |
| Forensic Society            | Mr. Martin Page            | Mr. LaJuan Foust       | Mr. Chuck Johnson,<br>Ms. Mary Gormley |
| French Club                 | Ms. Maureen Pearsall       |                        |  |
| German Club                 | Mr. Kevin Conn             |                        |  |
| Greener Wave                | Mr. Brian Theroux          |                        |  |
| H.E.A.R.T.                  | Ms. Deirdre McAuliffe      |                        |  |
| History Club                | Mr. Craig Fleishman        | Mr. John Thompson      |  |
| Intramural Sports           | Mr. Jesse Mazzola          |                        |  |
| Italian Club                | Mr. Michael DelGuercio '04 | Mr. Daniel Pieraccini  |  |
| Jazz Ensemble               | Mr. Nathan Eklund          |                        |  |
| Junior Statesmen of America | Mr. LaJuan Foust           |                        |  |
| Latin Club                  | Dr. Rachel Carlson         | Dr. Theresa O'Byrne    |  |
| Math League                 | Ms. Judy Lee               |                        |  |
| Middle School Consortium    | Ms. Frances Bonalsky       |                        |  |
| Middle School Engineering   | Mr. Robert Bitler          |                        |  |
| Middle School Mentors       | Mr. Rick Cimino            |                        |  |
| Musical Theater             | Mr. David Blazier,         | Mr. Matthew Corica,    | Mr. Robert Flynn                       |
|                             | Mr. Andrew Bodd            |                        |  |
| One Act Plays               | Dr. Rachel Carlson         | Mr. Gregory Wyatt      | Mr. Andrew Bodd                        |
| Operation Smile             | Ms. Inma Serrano           |                        |  |
| Percussion Ensemble         | Mr. David Blazier          | Ms. Celine Fitzpatrick |  |
| Philosophy Club             | Mr. Philip Bauchan         |                        |  |
| Photography Club            | Ms. Patricia Crapo         |                        |  |
| Physics Club                | Mr. Gregory Devine         |                        |  |
| Research in Science Club    | Mr. Robert Bitler          |                        |  |
| Rock Band/Guitar Club       | Mr. Daniel Pieraccini      | Mr. Sean Rose          |  |
| Rugby Club                  | Mr. Nicholas Linfante      | Ms. Jessica McKeever   | Mr. John Majano-Lopez                  |
| Run It Out 5K               | Mr. Brian Bowers           |                        |  |

|  |                      |                       |  |
|--|----------------------|-----------------------|--|
| S.A.D.D (Students Against Destructive Decisions) | Mr. Kevin Conn       | Ms .Deirdre McAuliffe |  |
| <i>Schola Cantorum</i> (chorus)                  | Mr. David Blazier    |                       |  |
| School Ambassadors                               | Dr. David Donovan    |                       |  |
| Science League Coordinator                       | Ms. Frances Bonalsky |                       |  |
| Ski Club   | Ms. Inma Serrano     |                       |  |
| Social Justice Committee                         | Mr. Kevin Conn       | Mr. Jon Currie        |  |
| Spanish Club                                     | Ms. Jenna Gomez      | Mr. Jaime Paris       |  |
| Stamp, Coin & Paper Money Club                   | Mr. Kevin Conn       |                       |  |
| Strength & Conditioning                          | Mr. Michael Beach    | Mr. Luke Chiarolanzio |  |
| Student Alumni Association                       | Mr. Craig Paris '82  |                       |  |
| Surfing Club                                     | Mr. Matthew White    |                       |  |
| Technical Theater/Stage Crew                     | Mr. Andrew Bodd      |                       |  |
| <b>Activity</b>                                  | <b>Moderator(s)</b>  |                       |  |
| Trivia Team                                      | Mr. Kevin Conn       |                       |  |
| Ultimate Frisbee Club                            | Mr. David Blazier    |                       |  |
| Wind Ensemble                                    | Mr. John DiEgidio    | Mr. Nathan Eklund     |  |
| Woodwind Ensemble                                | Mr. John DiEgidio    |                       |  |
| Young Abbey Orchestra                            | Ms. Samantha Tomblin |                       |  |

## Global Programs

|  |                            |                    |
|--|----------------------------|--------------------|
| <b>Director of Global Programs</b>                         | Mr. Daniel Pieraccini      |                    |
|  |                            |                    |
| <b>Program</b>   | <b>Destination</b>         | <b>Moderator</b>   |
| BEADS (Benedictines of East Africa and Delbarton Students) | Tanzania                   | Mr. Brian Theroux  |
| <i>Bildungszentrum Markdorf</i> Exchange                   | Baden-Wurttemberg, Germany | Mr. Kevin Conn     |
| Classics Trip  | Rome, Italy                | Dr. Rachel Carlson |
| Soccer Training (alt. years)                               | Various countries          | Dr. David Donovan  |

|                           |  |                              |
|---------------------------|--|------------------------------|
| France Trip and Exchange  | France   | Ms. Maureen Pearsall         |
| From Houses to Homes      | Guatemala  | Mr. Matthew White            |
| Glenstal Exchange         | Glenstal Abbey School,<br>County Limerick, Ireland | Fr. Edward Seton Fittin, OSB |
| Jordan Trip               | Jordan   | Mr. Zachary Tabor            |
| Operation SMILE           | Various  | Ms. Inma Serrano             |
| Rosebank College Exchange | Rosebank College,<br>Sydney, Australia             | Mr. Daniel Pieraccini        |
| San Pedro Exchange        | Lima, Peru   | Ms. Jenna Gomez              |
| The Italian Experience    | Italy (various locations)                          | Mr. Michael DelGuercio '04   |
| Torrevelo Exchange        | Santander, Spain                                   | Ms. Inma Serrano             |

## Athletics

### Athletic Administration and Training Staff

|                         |                                 |
|-------------------------|---------------------------------|
| Mr. Daniel Whalen       | Director of Athletics           |
| Mr. Brian Bowers        | Assistant Director of Athletics |
| Mr. Daniel DesPlaines   | Assistant Director of Athletics |
| Ms. Mary Johnson        | Administrative Assistant        |
| Mr. Matthew Beneszewski | Head Athletic Trainer           |
| Mr. Marc Voicechovski   | Assistant Athletic Trainer      |
| Mr. Michael Beach       | Strength and Conditioning Coach |

### Fall Sports Coaching Staff

| Sport         | Level         | Head Coach        | Assistant Coach(es)                 |
|---------------|---------------|-------------------|-------------------------------------|
| Cross Country | Varsity       | Mr. David Sulley  | Mr. Chuck Johnson, Mr. Collin Frost |
|               | Middle School | Mr. Brian Theroux |                                     |

|          |                             |                       |  |
|----------|-----------------------------|-----------------------|--|
| Football | Varsity &<br>Junior Varsity | Mr. Brian Bowers      | Mr. Michael Beach, Mr. Nick Agelis, Mr. John Ahsler, Mr. Luke Chiarolanzio '11, Mr. Rob Flynn, Mr. Joeseph LaLiberte, Mr. Andrew Sherwood, Mr. Zachary Tabor |
|          | Freshman                    | Mr. Daniel DesPlaines | Mr. Bryan Stoll, Mr. Steve Coffey  |
|          | Middle School               | Mr. Rich Peterson     | Mr. Kacy Kane  |
| Soccer   | Varsity                     | Dr. David Donovan     | Mr. Joshua Hartle,<br>Mr. Michael DelGuercio '04   |
|          | Junior Varsity              | Mr. Neil Murphy '07   | Mr. Craig Fleishman  |
|          | Freshman                    | Mr. John Thompson     | Mr. Christian Gomez  |
|          | Middle School               | Mr. Jon Cote          | Ms. Jessica McKeever   |

### Winter Sports Coaching Staff

| Sport                  | Level                      | Head Coach                 | Assistant Coach(es)  |
|------------------------|----------------------------|----------------------------|--|
| Basketball             | Varsity                    | Mr. Daniel Whalen          | Mr. Jack Martin  |
|                        | Junior Varsity             | Mr. Chris Cocozello        | Mr. Matthew White  |
|                        | Freshman                   | Mr. Richard Peterson       | TBD  |
|                        | Middle School              | Mr. Michael DelGuercio '04 | Mr. Tony Negrin  |
| Bowling                | Varsity and Junior Varsity | Mr, Kacy Kane              |  |
| Hockey                 | Varsity                    | Mr. Bruce Shatel           | Mr. Craig Wicker, Mr. Gerry Brophy   |
|                        | Junior Varsity             | Mr. Nicholas Linfante      | Mr. Brett Brophy   |
|                        | Middle School              | Mr. Michael Carr '01       | Mr. Jack Diffley   |
| Indoor Track and Field | Varsity                    | Mr. Andrew Sherwood        | Ms. Tiffany Luludis,<br>Mr. Collin Frost, Mr. Sean Rose,<br>Mr. David Sulley |
| Skiing                 | Varsity                    | Mr. Kevin Malkin           | TBD  |
| Squash                 | Varsity                    | Mr. J. Craig Paris '82     |  |

|           |                            |                     |   |
|-----------|----------------------------|---------------------|---|
|           | Junior Varsity             | Mr. Thomas Bennett  |   |
| Swimming  | Varsity                    | Mr. Patrick Savidge | Ms. Christine Connelly                                    |
| Wrestling | Varsity and Junior Varsity | Mr. Bryan Stoll     | Mr. Richard Cimino,<br>Mr. Guy Russo, Mr. Philip Schochet |

### Spring Sports Coaching Staff

| Sport           | Level          | Head Coach              | Assistant Coach(es)   |
|-----------------|----------------|-------------------------|---|
| Baseball        | Varsity        | Mr. Bruce Shatel        | Mr. Joseph DeGeorge, Mr. Tony Negrin  |
|                 | Junior Varsity | Mr. Daniel Desplaines   | Mr. Zachary Tabor   |
|                 | Freshman       | Mr. Daniel Szelingowski | Mr. Thomas Bennett  |
|                 | Middle School  | Mr. Matthew White       | Br. William McMillan, O.S.B.  |
| Golf            | Varsity        | Mr. Sean Flanagan       |   |
|                 | Junior Varsity | Mr. Thomas Brady        |   |
| Lacrosse        | Varsity        | Mr. Matthew Kovachik    | Mr. Matthew Campbell '08,<br>Mr. Craig Fleishman, Mr. Steven Coffey   |
|                 | Junior Varsity | Mr. Matthew Corica      | Mr. Kevin Malkin  |
|                 | Freshman       | Mr. Neil Murphy         | Mr. Chuck Ruebling '79  |
|                 | Middle School  | Mr. Robert Flynn        | TBD   |
| Track and Field | Varsity        | Mr. David Sulley        | Mr. Brian Theroux, Mr. Collin Frost,<br>Mr. Joseph LaLiberte, Ms. Tiffany Luludis, Mr. Sean Rose, Mr. Andrew Sherwood |
| Tennis          | Varsity        | Mr. John Thompson       |   |
|                 | Junior Varsity | TBD                     |   |
|                 | Middle School  | Mr. Joshua Hartle       |   |

| <b>Student Council (Council of Seniors)</b> |                         |
|---|-------------------------|
| President                                   | Thomas Colicchio '19    |
| Vice-President                              | Tripp Murphy '19        |
| Secretary                                   | Matthew Verrone '19     |
| Councilman                                  | Timothy Royse '19       |
|   |                         |
| <b>Class Presidents</b>                     |                         |
| Junior                                      | Charlie Smith '20       |
| Sophomore                                   | Owen Hand '21           |
| Freshman                                    | TBD                     |
| Middle School                               | Vance VanVolkenburg '23 |

## QUOTES FROM THE RULE OF ST. BENEDICT

Listen carefully, my son, to the master's instructions, and attend to them with the ear of your heart. RSB Prologue: 1

Therefore, we intend to establish a school for the Lord's service. In drawing up its regulations, we hope to set down nothing harsh, nothing burdensome. The good of all concerned, however, may prompt us to a little strictness in order to amend faults and safeguard love. Do not be daunted immediately by rear and run away from the Road that leads to salvation. But as we progress in this way of life and in faith, we shall run on the path of God's commandments, our hearts overflowing with the inexpressible delight of love. RSB Prologue: 45-49

The abbot must never teach or decree or command anything that we deviate from the Lord's instructions. On the contrary, everything he teaches and commands should, like the leaven of divine justice, permeate the minds of his disciples. RSB Chapter 2: 4-5

Anyone who receives the name of abbot is to lead his disciples by a twofold teaching: he must point out to them all that is good and holy more by example than by words, proposing the commandments of the Lord to receptive disciples with words, but demonstrating God's instructions to the stubborn and the dull by a living example. RSB 2:11-13

The abbot should avoid all favoritism in the monastery. He is not to love one more than another unless he finds someone better in good actions and obedience. A man born free is not to be given higher rank than a slave who becomes a monk, except for some other good reason. RSB 2:16-18

First of all, love the Lord God with your whole heart, your whole soul, and all your strength, and love your neighbor as yourself. (Matt 22:37-29) RSB 4:1

The first step of humility is unhesitating obedience, which comes naturally to those who cherish Christ above all...they carry out the superior's order as promptly as if the command came from God himself. Such people as these immediately put aside their own concerns, abandon their own will, and lay down whatever they have in hand, leaving it unfinished. RSB 5:1-8

We must know that God regards our purity of heart and tears of compunctions, not our many words. Prayer should therefore be short and pure, unless perhaps it is prolonged under the inspiration of divine grace. RSB 20:3-4

If the community is rather large, some brothers chosen for their good repute and holy life should be made deans. They will take care of their groups of ten, managing all affairs according

to the commandments of God and the orders of their abbot. The deans selected should be the kind of men with whom the abbot can confidently share the burdens of his office. They are to be chosen for their virtuous living and wise teaching, not for their rank. RSB 21:1-4

If someone commits a fault while at any work...he must at once come before the abbot and community and of his own accord admit his fault and make satisfaction. If it is made known through another, he is to be subjected to a more severe correction. RSB 46:1-4

Idleness is the enemy of the soul. Therefore, the brothers should have specified periods for manual labor as well as for prayerful reading. RSB 48:1

All guests who present themselves are to be welcomed as Christ, for he himself will say: I was a stranger and you welcomed me (Matt 25:35) RSB 53:15

Great care and concern are to be shown in receiving the poor people and pilgrims, because in them more particularly Christ is received. RSB 53:15

The abbot...should always let mercy triumph over judgement (Jas 2:13) so that he too may win mercy. He must hate faults but love the brothers. When he must punish them, he should use prudence and avoid extremes; otherwise, by rubbing too hard to remove the rust, he may break the vessel. RSB 64:10-12

The abbot...must so arrange everything that the strong have something to yearn for and the weak nothing to run from. RSB 64:19

This, then, is the good zeal which monks must foster with fervent love: They should each try to be the first to show respect to the other (Rom 12:10), supporting with the greatest patience one another's weaknesses of body and behavior, and earnestly competing in obedience to one another. RSB 72:3-6

No one is to pursue what he judges better for himself, but instead, what he judges better for someone else. To their fellow monks they show the pure love of brothers. RSB 72:7

## **PRAYERS**

### **Morning Offering**

Grant, O Lord,  
That none may love you less this day because of me;  
That never word or act of mine  
May turn one soul from thee;  
And, ever daring, yet one more grace would I implore,

That many souls this day,  
Because of me, may love thee more. Amen

### **The Apostles' Creed**

I believe in God, the Father Almighty, Creator of Heaven and Earth,  
And in Jesus Christ  
His only Son, Our Lord,  
Who was conceived by the Holy Spirit  
Born of the Virgin Mary  
Suffered under Pontius Pilate  
Was crucified, died and was buried. He descended into Hell,  
On the third day He rose again from the dead, He ascended into Heaven  
And is seated at the right hand of God, the Father Almighty. From thence He shall come to  
judge the Living and the dead. I believe in the Holy Spirit,  
The holy Catholic Church, the Communion of Saints, the  
Forgiveness of sins,  
The resurrection of the body, and life everlasting. Amen

### **Our Father**

Our Father, Who art in heaven, Hallowed be Thy Name.  
Thy Kingdom come.  
Thy Will be done, on earth as it is in Heaven. Give us this day our daily bread.  
And forgive us our trespasses,  
As we forgive those who trespass against us. And lead us not into temptation, But  
deliver us from evil. Amen. Luke 11:1; Matthew 6:9

### **Hail Mary**

Hail Mary, Full of Grace,  
The Lord is with thee. (Luke 1:28)  
Blessed art thou among women, and blessed is the fruit  
of thy womb, Jesus (Luke 1:42)  
Holy Mary, Mother of God,  
Pray for us sinners now, And  
at the hour of death.  
Amen

## **Glory Be...**

Glory be to the Father, and to the Son, and to the Holy Spirit.  
As it was in the beginning, is now, and every shall be, world without end.  
Amen

## **Hail Holy Queen (Salve Regina)**

Hail, Holy Queen, mother of mercy,  
Or life, our sweetness, and our hope!  
To thee do we cry, poor banished children of Eve.  
To thee do we send up our sighs,  
Mourning and weeping in this valley of tears. Turn  
then, most gracious advocate, thine eyes of mercy  
towards us, and after this, our exile, show unto us  
the blessed fruit of thy womb, Jesus O clement, O  
loving, O sweet Virgin Mary!

## **Act of Contrition**

O my God,  
I am heartily sorry for having offended You,  
and I detest all my sins because I dread the loss of heaven, and the pains of hell;  
but most of all because they offend You, my God, Who are all good and  
deserving of all my love. I firmly resolve, with the help of Your grace, to sin no  
more and to avoid the near occasions of sin.  
Amen

## **Angelus**

The Angel of the Lord declared to Mary:  
And she conceived of the Holy Spirit. Hail Mary... Behold  
the handmaid of the Lord:  
Be it done unto me according to Thy word. Hail Mary... And  
the Word was made Flesh:  
And dwelt among us. Hail Mary...  
Pray for us, O Holy Mother of God,  
That we may be made worthy of the promises of Christ.

*Let us pray;*

Pour forth, we beseech Thee, O Lord, Thy grace into our hearts; that we, to whom the incarnation of Christ, Thy Son, was made known by the message of an angel, may by His Passion and Cross be brought to the glory of His Resurrection, through the same Christ Our Lord. Amen

### **Memorare**

Remember, O most gracious Virgin Mary,  
that never was it known that any one who  
fled to thy protection, implored thy help or  
sought thy intercession, was left unaided.  
Inspired with this confidence,  
I fly unto thee,  
O Virgin of virgins my Mother;  
to thee do I come, before  
thee I stand, sinful and  
sorrowful;  
O Mother of the Word Incarnate, despise  
not my petitions, but in thy clemency  
hear and answer me.  
Amen

### **Prayer before Holy Communion**

Come O Blessed Savior, and nourish my soul with heavenly Food, Food  
which contains every sweetness and every delight.  
Come, Bread of Angels, and satisfy the hunger of my soul.  
Come, glowing Furnace of Charity, and enkindle in my heart the flame of divine love.  
Come, Light of the World, and enlighten the darkness of my mind.  
Come, King of Kings, and make me obedient to your holy will.  
Come, Loving Savior, and make me meek and humble.  
Come, Friend of the Sick, and heal the infirmities of my body and the weakness of my soul.  
Come, Good Shepherd, my God and my All, and take me to yourself.  
O most holy Mother, Mary Immaculate, prepare my heart to receive my Savior.  
Amen

### **O Saving Victim (O Salutaris Hostia)**

O Saving Victim open wide  
The gates of Heaven to us below  
Our foes press on from every side  
Your aid supply, Your strength bestow

To Your great name be endless praise  
Immortal Godhead, One in Three  
Grant to us endless length of days  
In our true native Land with Thee  
**Down in Adoration Falling (Tantum Ergo)**

Down in adoration falling, This great Sacrament we hail;  
Over ancient forms of worship  
Newer rites of grace prevail;  
Faith will tell us Christ is present, When  
our human senses fail.  
To the everlasting Father,  
And the Son who make us free,  
And the Spirit, God proceeding  
From them Each eternally,  
Be salvation, honor, blessing, Might  
and endless majesty.

### **The Divine Praises**

Blessed be God  
Blessed be His Holy Name.  
Blessed be Jesus Christ, true God and true Man.  
Blessed be the Name of Jesus.  
Blessed be His Most Sacred Heart.  
Blessed be His most precious Blood.  
Blessed be Jesus in the most holy Sacrament of the Altar.  
Blessed be the Holy Spirit, the Paraclete.  
Blessed be the great Mother of God, Mary most holy.  
Blessed be her holy and Immaculate Conception.  
Blessed be her glorious Assumption.  
Blessed be the name of Mary, Virgin and Mother.  
Blessed be Saint Joseph, her most chaste spouse.  
Blessed be God in His angels and in His saints.

### **A Short Devotion to Our Holy Father Benedict**

V. Lord open my lips,  
R. And my mouth shall proclaim your praise!  
Glory to you, Christ our King, glory to you!  
Support me, O Lord, according to Your word and I shall live!

Let me not be disappointed in my hope.

Glory to the Father, and the Son, and the Holy Spirit.

Support me, O Lord, according to your word and I shall live!

V. St. Benedict, our patron, pray for us;

R. That we may be made worthy of the promises of Christ.

Let us pray:

Rekindle in your Church, Lord, the Spirit whom our holy father Benedict followed and obeyed. Filled with the same Spirit may we love what he loved and live as he taught us, Through Christ our Lord. Amen

### **Prayer of St. Anselm**

O Lord my God,

Teach my heart this day where and how to see you, Where  
and how to find you.

You have made me and remade me,

And you have bestowed on me

All the good things I possess, And

still I do not know you.

I have not yet done that for which I was made.

Teach me to seek you,

For I cannot seek you unless you teach me, Or

find you unless you show yourself to me.

Let me seek you in my desire,

Let me desire you in my seeking

Let me find you by loving you, Let

me love you when I find you.

### **Prayer to our Guardian Angel**

Angel of God, my guardian dear

To whom His love commits me here

Ever this day (night) be at my side

To light and guard, to rule and guide. Amen

### **Prayer to St. Michael the Archangel**

St. Michael the Archangel, defend us in battle.

Be our protection against the wickedness and snares of the devil.

May God rebuke him, we humbly pray.

And do Thou, O prince of the heavenly host,

By the power of God thrust into Hell,

Satan and all evil spirits,  
Who wander through the world seeking the ruin of souls. Amen

### **Prayer of St. Ignatius of Loyola**

Teach us, good Lord, to serve you as you deserve;  
to give and not to count the cost, to  
fight and not to heed the wounds, to  
toil and not to seek for rest, to labor  
and not to ask for reward,  
Except that of knowing that we do your will. Amen

### **Canticle of Zechariah (Luke 1: 68-79)**

Blessed be the Lord, the God of Israel; he has come to his people and set them free. He has raised up for us a mighty savior, born of the house of his servant, David. Through his holy prophets he promised of old that he would save us from our enemies, from the hands of all who hate us.

He promised to show mercy to our fathers and to remember his holy covenant.

This was the oath he swore to our father Abraham, to set us free from the hands of our enemies, free to worship him without fear, holy and righteous in his sight all the days of our life.

You, my child, shall be called the prophet of the Most High; for you will go before the Lord to prepare his way, to give his people knowledge of salvation by the forgiveness of their sins.

In the tender compassion of our God the dawn from on high shall break upon us, to shine on those who dwell in darkness and in the shadow of death, and to guide our feet into the way of peace.

### **Canticle of Mary (Magnificat) (Luke 1: 46-55)**

My soul proclaims the greatness of the Lord, my spirit rejoices in God my Savior, for he has looked with favor on his lowly servant.

From this day all generations will call me blessed.

The almighty has done great things for me and holy is his Name.

He has mercy on those who fear him in every generation.

He has shown the strength of his arm. He has scattered the proud in their conceit.

He has cast down the mighty from their thrones, and exalted the lowly.

He has filled the hungry with good things, and the rich he has sent away empty. He has come to the help of his servant Israel for he has remembered his promise of mercy, the promise he made to our fathers, to Abraham and his children for ever.

## **Canticle of Simeon (Luke 2: 29-32)**

Lord, now you let your servant go in peace; your word has been fulfilled: my own eyes have seen the salvation which you have prepared in the sight of every people: a light to reveal you to the nations and the glory of your people Israel.

## **The Holy Rosary**

(The prayers for the rosary can be found in this section of this planner.)

1. Make and say the Sign of the Cross and say the Apostles' Creed on the cross.
2. Say an Our Father on the first bead for the intentions of the Pope, followed by three Hail Marys on the next three beads for an increase in faith, hope, and love.
3. In the space in between the three beads and the next one (usually large), recite the Glory be.
4. On the next bead, or the first large one, announce the first mystery and say the Our Father. Then, beginning on the next bead, say ten Hail Marys and follow with a Glory Be.
5. After the Glory Be, remain in the same place and recite the angel's prayer at Fatima: *O my Jesus, forgive us our sins. Save us from the fires of Hell. Lead all souls to heaven, especially those most in need of Thy mercy.*
6. Then continue this pattern for all five decades. It is important, however, to meditate on the mysteries while praying. You are encouraged to read the Scripture passages associated with the mysteries listed as follows:

### The Joyful Mysteries (recited on Mondays & Saturdays)

The Annunciation (Lk. 1:28)

The Visitation (Lk. 1:41-42)

The Nativity of Our Lord (Lk. 2:17)

The Presentation of Our Lord in the Temple (Lk. 2:22)

The Finding of Our Lord in the Temple (Lk. 2:46-47)

### The Luminous Mysteries (recited on Thursdays)

The Baptism of the Lord (Mt. 3:16-17)

The Wedding at Cana (Jn. 2:5)

The Proclamation of the Kingdom and the Call to Conversion (Mk. 1:15)

The Transfiguration (Mt. 17:2)

The Institution of the Eucharist (Mk. 14:22-23)

### The Sorrowful Mysteries (recited on Tuesdays & Fridays)

The Agony in the Garden (Mt. 26:41)

The Scourging at the Pillar (Mt. 27:24-26)  
The Crowning with Thorns (Mt. 27:28-29)  
The Carrying of the Cross (Jn. 19:17)  
The Crucifixion (Jn. 19:25)

The Glorious Mysteries (recited on Wednesdays & Sundays)

The Resurrection of Our Lord (Mk. 16:5-6)  
The Ascension of Our Lord (Mk. 16:19)  
The Descent of the Holy Spirit (Acts 2:3)  
The Assumption of the Blessed Mother into Heaven (Song 2:10-11) The  
Coronation of our Blessed Mother (Rev. 12:1)

After the last decade, you pray the Hail Holy Queen, followed by:

V. Pray for us O holy Mother of God.  
R. That we may be made worthy of the promises of Christ.

Then, you may say the following prayer:

*O God, whose only begotten Son, by his life, death, and resurrection, has purchased for us the rewards of eternal life, grant, we beseech Thee, that meditating upon these mysteries of the most holy rosary of the Blessed Virgin Mary, we may imitate what they contain and obtain what they promise, through the same Christ our Lord. Amen.*

**The Chaplet of Divine Mercy**

(Recited on rosary beads. The prayers for the Chaplet of Divine Mercy can be found in this section of this planner.)

Begin with:

*Our Father..., Hail Mary..., the Apostles' Creed.*

Then, on the Our Father beads, say the following prayer:

*Eternal Father, I offer You the Body and Blood, Soul, and Divinity, of Your dearly beloved Son, Our Lord Jesus Christ, in atonement for our sins and those of the whole world.*

On the Hail Mary beads, say the following prayer:

*For the sake of His sorrowful Passion, have mercy on us and on the whole world.*

In conclusion, recite the following prayer three times,

*Holy God, Holy Mighty One, Holy Immortal One, have mercy on us and on the whole world.*

### **Grace before Meals**

Bless us, O Lord, and these Thy gifts, which we are about to receive from Thy bounty, through Christ our Lord. Amen.

### **Grace after Meals**

We give Thee thanks, almighty God, for these and all Thy graces and blessings which we have received from Thy bounty through Christ our Lord. Amen.

### **Lectio Divina**

St. Benedict made the practice of *Lectio Divina* or “divine reading” an essential part of monastic living, along with manual labor and the sacred liturgy. It is an ancient way of praying with the Scriptures. Traditionally, *Lectio Divina* consists of four stages:

*Lectio* is actually reading the passage. Yet, the passage isn’t merely read, it is “listened to.” Traditionally, the reading was done aloud so the person could really “listen” to the Scriptures; so they could hear God “speaking” to them through His Word. In particular, the person listens for a word or phrase in the passage that strikes them or seems to “speak” to them personally.

*Meditatio* is a time of pondering or ruminating on this word or phrase. First, there is an attempt to understand what the word or phrase means. Once the authentic meaning of the passage has been ruminated, the phrase is repeated over and over in a reflective manner and is allowed to enter into a dialogue with the person’s life and experiences. The Word permeates a person’s thoughts, emotions, hopes, fears, joys, and sorrows. It exposes their darkness and sin. It comforts them in affliction, confusion, and sorrow. In effect, during *Meditatio* a person asks, “What is God, who loves me and whose child I am, saying to me about my life?” “What does He want me to know about Him, about others, about the world, and about myself?”

*Oratio* is a time when this Word of God, which has spoken to us so deeply and personally and has shed light on our lives, is transformed into a prayer. The person speaks naturally, like a friend would with a friend. They communicate with God what their hearts have experienced and their minds have pondered during *Meditatio*, sharing with Him the insights gained by means of His Spirit and asking Him for his love, mercy, and saving help.

*Contemplatio* is an opportunity to just rest in the presence of the Lord and to experience His love and peace. During this stage the person simply enjoys the profound experience of giving oneself completely to God and being “embraced” by Him.

### **Morning Prayer**

This simple and short prayer is done at the start of each day, at the beginning of the first block, just prior to reading the Daily Announcements. The following format is followed:

**Sign of the Cross (all)**

- In the name of the Father, and the Sone and the Holy Spirit. Amen

**Reading (reading slowly by student)**

- These are found on each day at the top of the Daily Announcements

**Minute of Silence Reading (student)**

- The same passage is read again after silent period

**Prayer of St. Benedict (all)**

- We pray, Lord, that everything we do may be prompted by Your inspiration, so that every prayer and work of ours may begin from You and be brought by You to completion.

Amen