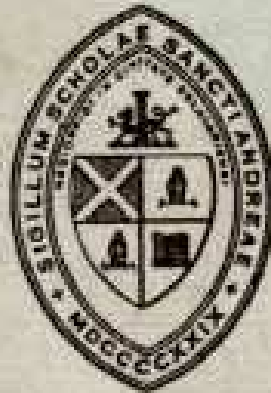


The
HANDBOOK



ST. ANDREW'S SCHOOL
MIDDLETOWN, DELAWARE

1953

TABLE OF CONTENTS

	<i>Page</i>
Academic Organization	3-9
Activities Guide	9-12
Administrative Offices and Administrative Officers	12-16
Athletics	16-18
School Bank	18-20
Bicycles	20
Chapel	20-29
Charter of School Government	30-46
Conduct	46-48
Corridor and Dormitory Regulations, House Rule	48-52
Dances	53-54
Dining Room	54-56
Discipline	57-59
Dress Regulations	59-60
Fire and Air Raid Precautions	60-61
Firearms and Explosives	61-62
Infirmary	62-63
Job System	63-64
Laundry	64-65
Leaves of Absence	65-73
Library	73-74
Lost and Found	74
Maintenance of Property	74-75
Smoking Rules	75-76
Stores	76
Transportation—The Car Rule	77
Water Front Activities	77-79

ACADEMIC ORGANIZATION

The academic policies of the School are set by the Faculty and its allied committees, which determine the academic curriculum, fix standards of excellence required to miss academic engagements (classes, study halls, and study hour) to obtain honors, diplomas and so on.

CLASSES

All students are expected to attend all classes unless properly excused, and to participate fully and constructively in all class room activities.

One should not monopolize the instructor's time nor attempt to dominate the group for selfish ends by interrupting or annoying others.

One should bring with him to classes all the material necessary—books, note books, paper and pencil, and he should leave the room clean when he leaves.

One should be careful to carry away with him his assignment for the next day, and make certain that he understands the nature of the assignment—its *purpose* as well as its length.

The provisions of the Honor Code covering cheating specifically apply to class room activities and to assignments prepared outside of the class room. *Each student's work is his own.* If others have assisted in the preparation of an assignment, the paper given to the instructor should bear a note to the effect.

DAY STUDY HALLS

All students except those in first and second groups and VI Formers who are passing all subjects are expected to attend all day study halls unless properly excused.

NIGHT STUDY HALL

Monday through Friday 7:45-9:30 P.M.

Sunday 7:00-8:30 E.S.T.

7:30-9:00 D.S.T.

All students are expected to attend night study hall, with the following exceptions made in favor of students passing all subjects:

- VI Formers in 6th group or better
- V Formers in 5th group or better
- IV Formers in 4th group or better
- II & III Formers in 3rd group or better

CONDUCT, STUDENTS STUDYING OUT

Students who study out must be occupied in a regular place of study such as their rooms, class rooms, the library, etc. They may not wander about outside the building, play in the gymnasium, etc. They must further be quiet and orderly. Students who are neither quiet nor orderly nor in a proper place of study may be assigned to Night Study Hall. Playing of radios, or victrolas, or musical instruments during class hours or during study periods is a violation of study hour quiet.

CONDUCT IN STUDY HALL

All students in Study Hall are expected to spend their time profitably by applying themselves to their lessons.

One should come to Study Hall prepared to study—with the demands of nature answered and with all necessary books, assignments, and materials.

One should have due regard for the interests of his neighbor and not disturb him by communicating or attempting to communicate with him, or by leaving one's seat, or by making noises, or by any other means.

Deliberate disturbance of the Study Hall from within or without is looked upon as a violation of a community right. It is subject to the provisions of the Honor Code. Disturbers are subject to stern disciplinary measures.

If one must leave his seat for any good cause he may ask permission of the person in charge of Study Hall.

If one wishes to be excused to find reference material in the Library or to seek tutorial assistance, he should present an

excuse from his tutor or teacher to the person in charge of Study Hall.

Students who wish to do outside reading in Study Hall must carry with them written permission of the teacher for whose course the reading is being done. Such outside reading is permitted only after all regular assignments are completed.

An up-to-date list of Study hall regulations is posted by the master's desk in the Study Hall.

SPECIAL STUDY HALL

5:30-6:10 P.M., Monday, Tuesday, Thursday, Friday

Special study hall is designed to assure those who need extra time to study, the requisite time. Where attendance is compulsory, special study is regarded as a school engagement.

Any student may attend special study for all or any part of the period, but the following classes of students are expected to attend for the whole period:

1. Those assigned for the day in a specific subject. A list of people so assigned is posted on the bulletin board daily.
2. Those assigned for a given length of time by the Headmaster, the Senior Master, the student's advisor or by action of the Faculty. A list of these students is posted on the bulletin board at every marking period.
3. Special classes and tutorial periods take precedence over special study hall. Students regularly assigned to special study hall should report to the master in charge of special study *before* keeping the appointment.

EXAMINATION WEEK

Exemption from Examinations:

It is at present within the province of any instructor to grant exemption from the fall and winter term examination to any exceptional student. The mandatory term grade in such instances is 90 or better in all major subjects, 80 or better in Sacred Studies.

Discretion in the matter rests wholly with the instructor. It is not a "right" automatically due every student, however

exceptional. Exemptions are therefore not subject to question, discussion or debate between the instructor and student, and attempts to discuss the matter, unless opened by the instructor, will result in peremptory cancellation of the exemption possibility.

The policy of exemption on term examinations is wholly experimental and may be abandoned by Faculty action at any time.

Procedure:

All examinations come under the honor code.

The School will furnish all necessary writing materials except pen, pencil and erasers. If other materials are needed, the instructor will inform the class. Under no other circumstances should books or papers be brought into the examination room.

All students should come prepared to spend three hours in the examination room. Students will be excused during an examination only in case of dire necessity. While few examinations require a full three hours to complete, no student for his own good should leave the examination until $\frac{1}{2}$ hour prior to the time the examination is scheduled to end.

Students who are not taking examinations are expected to report to designated places of study for one and one-half hours.

The Christmas and Spring vacation periods begin for each student 24 hours after his last examination is officially ended. However, white list students, in consequence of their good behavior, may leave one hour after their last examination has officially ended.

Under no circumstances will examination or term grades be publicly posted until the term examination period is officially over, but any instructor may post notice to the effect that he will give out grades privately. It is considered bad form to ask for grades.

STANDARDS OF ACADEMIC ACHIEVEMENT:

Cum Laude Society: A national honors society for which those students of the VI Form who have had an honor record

and who stand in the first fifth of the class, or those V Formers who have had an honors record and stand in the upper tenth of their class at the end of their V Form year, are eligible for election.

Groups: Groups are calculated on the average of grades made in all subjects, Sacred Studies having $\frac{2}{5}$ of the value of a major subject.

- 90+ equals first group
- 85-89, second group
- 80-84, third group
- 75-79, fourth group
- 70-74, fifth group
- 65-69, sixth group
- 60-64, seventh group
- 55-59, eighth group
- 0-54, ninth group

LIBERTIES AND RESTRAINTS RESULTING FROM ACADEMIC STANDING

Liberties: *Academic week end:* At every major marking period any student who makes a third group or better and who fails no subject, is eligible for an academic week end (*q.v.*, p 71).

Friday week end departure: Any student who is passing in all subjects and who achieves a fourth group or better, is eligible for Friday departure. (*v. week-end leaves*, "Time" p 71)

Exemption: *v.* p 5 *supra*.

Studying out: Qualified students are permitted to study out of study hall. (V. Study Hall, "Day Study Hall", "Night Study Hall" *v. supra*, pp 3, 4)

Restrictions: *Academic Restrictions (A.R.):* Students in academic difficulties, after careful consideration of all factors involved, may be placed on academic restrictions. Students placed on academic restrictions may not miss an academic engagement (class, study hall or study hour) to keep an extra-curricular engagement.

Vocal: V "Choir" p 28. Glee Clubs meet at scheduled intervals during the activities period. Those interested should apply to the Choir Director.

PHOTOGRAPHY: The Camera Club is open to all those who are interested in taking pictures or in processing films and prints.

It holds exhibits, furnishes pictures of the School Catalogue, for the Year Book, and for other publications.

It maintains a moderately well equipped dark room.

Application should be made to the club advisor.

Dues are charged to defray minor expenses.

REPORTING: The Press Club sends reports of major events to the newspapers. Those interested in this type of journalism should see the advisor of the Press Club.

PROJECTIONISTS: Those interested in projection of moving pictures should see the Head Projectionist.

PUBLICATIONS: Journalists, advertising solicitors, accountants, make-up men, etc.

The St. Andrew's School Publications are three—*The Criss Cross*, a year-book; *The Andean*, a literary magazine; and *The Cardinal*, a chronicle. The business affairs of these publications are managed by the St. Andrew's Publications Business Department, though each of the publications has its own editorial staff.

Membership in the Business Department of the Publications may be had upon application, but promotion is made only upon merit. The Business Manager (and his assistants) are chosen from the business staff by the Publications Committee.

Membership on the News Staff of *The Cardinal* may be had upon application, but promotion is made on a merit basis only. The Editor-in-Chief and his assistants are chosen from the news staff of *The Cardinal* by the Publications Committee.

The Andean is composed chiefly of contributions by the student body. Its editors are chosen by the Publications Committee from those whose contributions show merit or whose interest in Andean affairs warrants appointment.

group average for VI Form year, and a II group average for V and VI Form years.

or

A II group average in VI Form year and a III group average in *each* of the two preceding years.

Cum Laude: The minimum requirement is a IV group average in VI Form year and a III group average in V and VI Form years.

or

A III group average for IV, V and VI Form years with no poorer than a IV group average in any single year.

ACTIVITIES GUIDE:

ART: Classes in the plastic and graphic arts are scheduled weekly. They are open to anyone wishing to do creative work. Apply to the Director of the Art Department and to the Registrar (for scheduling).

DRAMATICS: Dramatic productions are given under the auspices of the Criss Cross Club. Anyone interested in dramatics, either as an actor or stage technician should apply to the President of the Criss Cross Club or to the Faculty advisors of the Club. Try-outs are held before each production.

MODEL MAKING: Those interested in the making of models or gadgets should apply to the Director of Manual Training (shop) who will provide a locker and key. The model shop is next to the Manual Training Shop and is open at all times to those who care to use it. It is unscheduled and unsupervised activity, open to all who are interested.

MUSIC, INSTRUMENTAL: Regular scheduled instruction is given in instrumental music by the Director of Music. It is open to all who care to work at it. The practice room is in the Gym.

Admission to music courses may be had through the Registrar or the Music Director.

The Music Department also sponsors a band and an orchestra. Admission is gained through the Director of Music.

Limited Academic Restrictions (L.A.R.) : Students placed on limited academic restrictions may not miss a class to keep an extra curricular engagement unless the class is first made up (usually by completing a written assignment) to the entire satisfaction of the instructor involved.

Unprepared students or students in academic difficulties through neglect or want of time may be assigned to special study hall by the day, or for protracted periods of time, the time to be spent as specified. V. "Study Hall & Study Hour, Special study", p 5 *supra*.

REQUIREMENTS FOR GRADUATION :

Fifteen Carnegie units, of which three must be in English, two in a foreign language, three in mathematics, and one each in American history and a laboratory science. Five may be elective. One unit may be given for three years of Sacred Studies.

REQUIREMENTS FOR HONORS DIPLOMAS :

General qualifications :

The candidate's average is calculated on a basis of grades, not groups.

The candidate must have passed all subjects taken in his VI Form year.

The candidate, unless relieved of the requirement by a specific act of the Academic Committee, must have completed the study of at least four major subjects in his VI Form year.

Instances in which a candidate for an honors diploma is disqualified under the following particular qualifications by reason of the fact that his term of residence has been interrupted, will be considered by the Academic Committee.

Particular qualifications :

Summa Cum Laude : The minimum requirement is a *first* group average for VI Form year, and a *second* group average for V and VI Form years.

Magna Cum Laude : The minimum requirement is a III

The editor of the *Criss Cross* are elected by the Fifth Form. The majority of the editors must have had previous publication experience, and the editor-in-chief must have had a creditable career in St. Andrew's Publications work. All elected editors must be approved by the Publications Committee. The *Criss Cross* is considered a Fifth Form publication, and while the wishes of the Sixth Form will be respected when possible, the decisions of the *Criss Cross* board are final.

The Publications Committee consists of the Faculty Advisor to the three publications, the Editor-in-Chief of each of these publications, and the Business Manager of the St. Andrew's School Publications. Its chief duty is the setting of the budget, though its decision is final in all matters of dispute.

These publications are non-profit making. They are supported partly by a student subscription rate set by the Publications Committee and the Headmaster, and by advertising.

RIFLERY: Those interested in riflery should see the advisor of the Rifle Club, under the auspices of whom guns are kept, the range maintained, and supplies purchased. An opportunity to shoot is afforded (usually during the activities period) once a week during the fall and spring terms. *v.* also "Firearms" p 61.

SCIENCE: There are two science clubs, one for those interested in the natural sciences, the other for those interested in physical sciences.

Both clubs meet as scheduled during the activities period Wednesday.

Those interested in natural sciences should see the biology teacher; those interested in physical sciences the chemistry and physics teacher.

Small dues are charged members of the Natural Science Club.

SHOP AND MANUAL TRAINING: Those interested in this activity should see the Registrar. Manual training classes are open to those who are interested in woodworking.

STAMPS: The Stamp Club holds meets once or twice a week, holds auctions and plans exhibitions of the Philatelist's craft.

Membership is open to all those who are interested. One should see the Club advisor.

YACHTING: Yachting is carried on under the auspices of the Yacht Club on week ends during the spring and fall terms.

The Club educates all apprentices, supervises novices, cares for all sailing equipment, manages the rowboats, and often enters a crew in the Interscholastic Regatta.

Those interested should apply to the club president or the club advisor.

Membership in the club is open to all who have mastered the art of sailing and the care of equipment.

ADMINISTRATIVE OFFICES AND ADMINISTRATIVE OFFICERS

THE BUSINESS MANAGER

The Business Office is under the direction of the *Business Manager* and his assistants. It is open to all students having official business and closed to all other students. In particular it provides the following services:

Bills: Adjustment and payment of school bills, particularly breakage bills, to which are added entertainment charges, telephone charges, etc.

Equipment: Requests for repairs or equipment, notice of breakage other than kitchen and dining room breakage, permission to use equipment kept at the Maintenance Building should be presented at the Business Office.

Mimeographing: Permission to use duplicating machines or to have stencils made and duplicates run should be obtained through the Business Office.

Stamps: Stamps may be bought from the vending machine in the Business Office.

Transportation: Transportation to and from School, information about train, plane, bus and boat schedules are obtainable from the Business Office.

THE HEADMASTER

The Headmaster is the head of the School. Whenever the door of the Headmaster's study is open, the Headmaster is available to any student who wishes to see him. His study is out of bounds when he is not there.

THE REGISTRAR

The Registrar is the keeper of records. His office is open to all students who have official business and is closed to all others. It provides the following services:

Information about academic matters, including the following:

Academic Eligibility

College applications, transcripts, and information about colleges.

Course Planning: Course planning is accomplished through the advisor and the Registrar's Office.

Grades: All information about grades, groups, exemptions, etc. is obtainable from this office.

Schedules and Study Hall seating, including assignment to Special Study: all questions about such matters should be addressed to this office.

Summer work and summer study.

Discipline: Disciplinary records are kept in the Registrar's Office. Daily records are available through the student secretary. Other records, including information on mark work-off, are available through the Secretary or Chairman of the Disciplinary Committee.

THE SENIOR MASTER

In the absence of the Headmaster, the Senior Master is head of the School. His office is open at all times for the transaction of any kind of business not covered by the Registrar or

the Business Manager. Matters which concern the following should be transacted through this office.

Car Permission.

Any matter which affects the daily, weekly, or term schedule.

Rooming, including change of quarters.

Typing of Committee minutes.

Week-end leaves (Thursday 7:20 P.M.-7:45) and emergency leaves of any kind.

THE FACULTY

Members of the Faculty function in several capacities. They are advisors, teachers, administrative officers, coaches, and as a body, with the Headmaster, the group highest in authority in the scheme of school government.

As the older and more experienced members of the community they are due the respect commonly shown to age and experience. The measure of this respect is the common form of address—"Sir."

The multiplicity of their duties scarcely admits complete analysis, but a description of their major functions follows:

Advisors

Each student has a Faculty advisor (who acts as counsellor in matters personal and academic). While meetings with the advisor are formally scheduled after each marking period, and while advisee meetings rank as school engagements, every student should feel free to call upon his advisor whenever there is need for help or assistance of any nature—whether about an emergency loan, the law's delay, a cup of tea, information about courses or studies, or advice of any sort. Advisors will be glad to help whenever they can.

Student requests to have a particular member of the faculty assigned as advisor will be given every consideration. Such requests should be given to the Senior Master.

No student should feel that, because he has been assigned an advisor, he can not talk freely and frankly to any member of the Faculty. Where matters of a spiritual nature are concerned, one should see those members of the Faculty in Holy Orders—the Headmaster and the Chaplain particularly.

Coaches

Practically all sports are coached by Faculty members. The chairman of the Athletic Committee is in charge of the athletic program.

Executive Officers

Masters are in charge of dormitories and corridors, the stores, the bank, and the other multiple agencies necessary to the proper functioning of the School. Frequently they exercise their administrative duties with the help and assistance of students, praefects and sixth formers particularly.

Their decisions or orders and those of students to whom authority has been delegated should be followed without argument. Differences of opinion are bound to arise, but they can and should be settled later.

The average student is most likely to meet Faculty members in the following executive capacities:

Corridor and Dorm Masters: They and the student supervisors are in charge of all living quarters.

Discipline: The Chairman of the Discipline Committee (*q.v.* p 41 *ff.*) is the Faculty member to see about conduct marks or questions of discipline, such as mark work-off, mark "lay-over", bounds and the like.

Job Masters: Job Masters are in charge of the job system and of the dining room at breakfast. Those who are late at breakfast should report to them, and questions about the job system should be referred to them.

M.O.D.: The Master of the Day is the executive of the day, and, in the absence of the Headmaster or Senior Master, is the technical head of the School. As such he is empowered to sanction various types of leave, give car permission and the

like. His name and that of his student assistant (the B.O.D.) are posted on the bulletin board daily.

He is also in charge of Special Study.

Those who are late to lunch, supper and Special Study should report to him. He should also be notified of return to the campus after special leaves, week-end leaves and so on. He will be in the Registrar's office until 7:45 Sunday night to take week-end "check-ins".

Study Hall Keepers: Study Hall keepers are in charge of night Study Hall. Other masters take day study halls. Those who are late to study hall should report directly to the master in charge.

Teachers: Teaching is the major concern of the Faculty just as learning is (or ought to be) the major concern of any student.

Teachers are ready and willing to help all those who need help and help may be had for the asking. As a matter of courtesy it is customary to ask for a tutorial appointment. By these means a time agreeable and convenient to both teacher and student may be reached.

ATHLETICS

OBLIGATIONS

All able bodied students are expected to participate in some form of organized athletics. The period of participation varies with the sport and the ability of the athlete, and ranges from a minimum of one hour a day, four days a week, to a maximum of an hour and a half a day six times a week. Prompt and regular attendance is expected of each participant. One may absent himself only upon orders of the doctor or the School Nurse.

CHOICE

In the fall football is required of all but sixth and fifth formers and those excused by doctor's orders. At other sea-

sons of the year, choice is permitted, except in squash, in which, because of the limited number of courts available, choice goes by form, the sixth being first. The following organized sports are available:

Fall: During football season, football, tennis, special squad.

The interim period: Basketball, soccer, touch football, work squad, wrestling.

Winter: Basketball, soccer, squash, work squad, wrestling, skating when possible.

Spring: Baseball, crew, tennis, track (informal basis only).

INSIGNIA

Varsity letters (S.A.S.) or class numerals (they may be either cardinal or white) are given to those who qualify for them in the following sports: baseball, basketball, crew, football, tennis and wrestling. Qualifications are set and awards determined by the Athletic Committee—coaches and captains of all recognized sports—which acts upon the recommendations submitted by the coach and captain of the sport concerned.

The Wearing of Insignia:

Insignia may be worn only on solid white or solid cardinal plain knitted sweaters, either pull-over or cardigan.

Only one set of insignia may be worn on the sweater.

On pull-over sweaters the insignia may be affixed either to the front or the back at the honor point.

On cardigan sweaters the Varsity award may be affixed to either the right or left pocket. Numerals may be affixed only to the back at the honor point.

Any letter winner is also entitled to wear the School blazer.

CARE OF PLAYING AREAS

Gym: Basketball court, squash courts, wrestling room: Street shoes, whether rubber soled or not, and muddy shoes of any description are not to be worn on the basketball court, in the squash courts or in the wrestling room.

No one in bare feet or stocking feet may use the wrestling room, and no one not properly dressed for wrestling may wrestle on the mats.

Playing Fields: Keep off the Varsity baseball diamond when it is wet, and keep off the Varsity football field at all times unless engaged in a game. The turf must be preserved.

Tennis Courts: No one may walk or play on the tennis courts when they are wet, nor may anyone not wearing tennis shoes play on the tennis courts. On Sunday, tennis players must wear white shorts and white tops.

CONDUCT

Participants: Participants are expected to treat opponents with courtesy. Jeering remarks, personal insult, deprecation, swearing, displays of temper and the like have no place on the athletic fields. Referees, umpires, arbiters of any sort are honest. While one may question rulings which involve points of rule, one should never question the official's subjective judgments, and should accept the referee's judgment on rule disputes with good grace.

Spectators: Spectators are expected to show similar courtesy. Jeering, deprecation and so on are no more proper from the stands than on the playing field.

One attends an athletic contest to enjoy himself and to support his team, not to jeer at the opposition. Acts of courage and skill deserve applause no matter who performs them.

Student spectators at games are expected to sit in the stands.

None but the authorized are permitted to pass the ropes which mark off the playing areas.

THE SCHOOL BANK

A separate checking account for each boy is maintained by the School under the supervision of the Faculty Manager of the School Bank. A check book, in which are to be recorded deposits and withdrawals, is purchased in the Store. At the

time of purchase of this check book, each check is to be stamped with the school number of the boy. Checks drawn to cover necessary expenses as opposed to those merely desirable need not be countersigned by the advisor. All others must be countersigned by the advisor or in his absence by the Headmaster, Senior Master, or master in charge of the bank. Deposits are to be entered in the boy's check book only when he receives notice from the Bank that his deposit has been received and credited to his account. Cash is given through allowances on Saturday by the School Bank, and allowances not drawn one week may be saved and drawn on another Saturday. They may not, however, be saved beyond one term. The maximum weekly allowance by forms is as follows:

Second Form	\$1.00
Third Form	1.00
Fourth Form	1.25
Fifth Form	1.25
Sixth Form	1.50

The School keeps accurate record of each boy's account; and at regular intervals, set by the Faculty Manager, student check books are reconciled with the Bank's statement. If at any of these periods the check book is not in balance, no checks may be drawn until it is.

To prevent the possibility of loss, all money must be deposited by the boy in his account. Withdrawal of sums received as birthday gifts, etc., can be made by arrangement between the boy and his advisor.

At the beginning of the School year each account must show a positive balance of at least \$75.00. A boy should check any balance from the previous year with the bank's published list of balances, and should report any discrepancy at once. Before any checks are drawn at the beginning of either the Winter or the Spring term, there must be a positive balance of \$50.00.

Low account warnings are sent periodically to parents whose boys have balances less than ten dollars. No allowance may be drawn upon a balance less than ten dollars. No checks may be drawn at all when there is no positive balance.

Checks must be filled out completely, legibly, and in ink. The amount should be written first in figures, and then com-

pletely in words. No boy may use a blank check from the check book of any other boy.

In order to maintain control over the money which a boy spends, no boy may present a check, whether on the School Bank or any other bank, at any place for cash, other than the School Bank. This includes checks for allowances, traveling money, or cash for any other purpose, whether or not countersigned by the boy's advisor.

Conduct marks may be given for violations of the Bank rules, at the discretion of the Bank Manager. Conscious misrepresentation of accounts will be referred to the Honor Committee.

BICYCLES

VI Formers are permitted to possess or operate bicycles subject to the following regulations:

Operation: Bicycles are to be used for transportation only, not for acrobatics or deeds of daring. Riders must use the side of the road.

All vehicles must be fitted for night use. The rear fender must be painted with fluorescent paint or its equivalent and bear a red reflector or a red tail lamp in working condition.

The front forks, the post and handle bars must be painted with fluorescent paint or its equivalent. All bicycles must be equipped with a headlamp in working order or with a flashlight holder.

The owner's school number must be painted on the cross bar or rear fender in Arabic numerals at least one inch high. **Bicycles may be parked** only at the gym or VI Form racks. Owners of vehicles illegally parked are subject to a 50c fine.

THE CHAPEL

THE PURPOSE OF THE CHAPEL

The purpose of St. Andrew's School, as stated by its Founder, Alexis Felix du Pont, is as follows:

"The teaching and conduct of this School are based on the Christian Religion.

"The Trustees and Teachers believe that man's knowledge of right and wrong has been revealed by Almighty God, demonstrated by the Life and Teaching of Jesus Christ, and that man is guided by the Holy Spirit to live according to God's revelation."

In such a school God is considered central and all-important. To obey His will and worship Him are the most important things that every one of its members can do and learn to do.

We should love, serve, and worship God through everything we do at school—work, play, rest, fellowship and recreation—but the Chapel is set apart as a special place where we think about God, learn about Him, pray to Him and worship Him. The Chapel is the regular meeting place of the School Family, where all its members, from the Headmaster to the youngest Second Former, come as needy children of our Heavenly Father. There we meet "humbly to acknowledge our sins before God . . . to render thanks for the great benefits that we have received at His hands, to set forth His most worthy praise, to hear His most holy word, and to ask those things which are requisite and necessary as well for the body as the soul."

If we all do these things faithfully, we may be sure that God will use our devotions for good purposes far beyond anything we can imagine; and every boy who leaves St. Andrew's will have learned to put God's Presence and God's Will first and foremost in his life; will know the joy and strength of regular, faithful worship of God, and will have started a steady, intelligent development in the arts of prayer and worship and the knowledge of God's Will.

The standard and guide for the service and worship of God at St. Andrew's School are the practice and principles of the Protestant Episcopal Church, as set forth in the Book of Common Prayer.

CUSTOMS OF THE CHAPEL

Enter quietly, reverently, and on time. In passing before the Altar a slight bow of the head is a mark of reverence used

by many. Every boy has a place assigned to him in a pew. Under the direction of the Head Sacristan, the Chapel Monitors take the attendance and report absences and latenesses. Students who are late should sit in back pews. Kneel at once and pray silently that God will bless your worship in Him in this service.

At Morning or Evening Prayer rise, at Holy Communion remain kneeling, when the Priest enters for the Service. Join heartily in the hymns, psalms, canticles, creed, "amens" and other responses. Otherwise be quiet and attentive to what is being read, said or sung. Keep your pew and book rack neat and clean. Do not mark the service books or leaflets in any way. They are put there for sacred purposes.

You will kneel for prayers. To kneel properly put both knees on the floor or kneeler and keep head up. Usually you will sit for instructions, and stand to praise God.

When you come to the Altar Rail to receive Holy Communion, kneel and lift up your right hand, palm open, held by your left hand, for the wafer. When the Chalice is passed, steady it with your hand firmly on the base, guide it to your lips and take a small sip of the wine. At the words "The Lord be with you, go in peace," pass around back of the choir stalls and return to your pew by the side aisle.

When the consecrated Sacrament is on the Altar (or reserved in the Tabernacle, as indicated by the lighted Sanctuary Lamp) it is customary to genuflect when passing before it. To genuflect, kneel momentarily on the right knee, back and head erect, and eyes towards the Altar.

These customs and others you will find existing in our Chapel are compulsory for no one. If other practices are more helpful to you in worshipping, by all means use them. But these customs have been fully tested out in the Church as a whole and in this School Chapel, and experience recommends their use.

CHAPEL SERVICES

The chief and central service of the Church is the Holy Communion or Eucharist. This is celebrated in the Chapel at 8:30 a.m. every Sunday morning, on School holidays such

as St. Andrew's Day and Ascension Day, and on Sundays in Vacation; and at 7 a.m. on Saint's Days and Holy Days which are not School holidays, or if no such day falls in the week, on Thursdays.

Morning Prayer with Sermon at 11:15 a.m. is the "late" Sunday morning service, except on the 1st Sunday of the month, when hymns occur at Holy Communion, and Morning Prayer is omitted.

Evening Prayer, or some variation of it, is read at 6:15 p.m. from Monday through Thursday; Friday at 7:30 p.m.

When a School holiday starts with Holy Communion for the whole School, Evening Prayer is omitted.

When boys are in the Infirmary, services are held there for them.

ATTENDANCE

As stated in the catalogue, regular attendance at the School Chapel services is expected of every boy. It is "my bounden duty as a member of the Church" to "worship God every Sunday in His Church." Thus the minimum requirement of a Christian is Sunday Church attendance.

Anyone who is a Communicant of the Church will be encouraged to make his Communion regularly. The custom of receiving Communion weekly, which has come down to us from the time of the Apostles, is recommended as normal and good; but each communicant should adopt a rule about this matter and stick to it.

All members of the School are welcome at all services in the Chapel. But all members are expected to attend all Evening services and Morning Prayer on Sunday. On the first Sunday of the month, all, whether communicants or not, will attend the 8:30 a.m. Celebration of Holy Communion. Roman Catholics will attend Mass at St. Joseph's Church, Middletown.

Permissive Absence from Chapel

Weekday Services

Congregation: seven absences per term. Permissive absences accrue at the rate of one per week. No greater number

of absences may be taken in any single week than the remainder left after absences taken have been subtracted from the total accrued.

Choir: Twelve absences per term, accruing at the rate of one and one-half per week. However, choir members may not be absent from choir rehearsal, Friday night Chapel, or the late Sunday service, unless absent from School.

Sunday Services

Congregation: students are permitted two absences per term from the 11:15 a.m. service, provided they attend the early communion service on the Sunday the absence is taken.

Choir: none.

Unexcused Absence and Lateness

Chapel Conduct Marks

Chapel conduct marks are not worked off as are other conduct marks, but are added to the conduct record and do affect bounds and white list standing.

Absences

Exceeding the permitted number of weekday absences will result in a penalty of three Chapel conduct marks, and exceeding the permitted number of Sunday absences will result in a penalty of six Chapel conduct marks.

Excessive absences will result in further disciplinary action by the Headmaster.

Lateness

WEEKDAY: Each weekday lateness will be counted as one-third or two-thirds of a permissive absence, depending on the degree of lateness. If latecomers have exhausted the number of permissive absences due them, each weekday lateness will result in the addition of one or two Chapel marks to the conduct record of the offender.

SUNDAY: More than three latenesses to the main Sunday service in any single term will result in one to three Chapel marks being added to the conduct record of the offender.

THE CHAPEL AND CLERGY ARE FOR YOUR USE

Besides the regularly scheduled services, the Chapel stands ready at all times for your use in any way that will bring you and your fellows closer to God. The habits of private prayer, both morning and evening, which you may have formed at home, should by all means be continued and developed further while at School. Many members of the School have come to use the Chapel for their private prayers.

The Clergy's chief business is to help their people grow in the spiritual life. They are ready at all times to listen to your questions, problems and troubles, and to give you advice and help with them.

All information of a personal sort given the Clergy will be kept in strictest confidence by them. They are under the seal of their profession not to impart to others any private matter you may entrust to them.

Those who wish to make use of the Sacrament of Penance and receive God's absolution through a Priest may do so by appointment with one of the School Clergy. This Sacrament is a voluntary, but for many people very helpful practice, recommended in the Prayer Book on pages 87-88. To take part in it is a simple matter, which any of the Clergy will be glad to explain.

Ordinarily the "Birthday Prayer" will be said in Daily Chapel for those having birthdays during Term. The Clergy are always glad to have special prayers for you, your family, and friends, in times of sickness, need or trouble, or on anniversaries. Write out your request for such a prayer and give it to the Priest in charge of the services for that week.

After you have graduated you will be included in Prayers for the Alumni, which are offered every Sunday morning at the School Altar during Communion.

In the pamphlet rack in the Chapel Vestibule are placed many pamphlets, especially the booklet of daily readings "Forward Day by Day." If you will read a pamphlet you are welcome to it. See also the Chapel Bulletin Board.

BAPTISM

Sometimes boys who have not yet been baptized enter St. Andrew's. Such boys are asked to come to a meeting at which

those wishing to consider preparation for Baptism or Confirmation are organized into a Class. This class meets in the Chapel on six or seven successive Sunday evenings, usually during the Winter Term. After the next to last meeting of the class the unbaptized boys tell the Priest whether or not they desire to be baptized that year. Arrangements are made for the baptism of anyone so desiring, either in the School Chapel by one of the School Clergy, or in his home Church by his Rector or Pastor.

Baptism is the official means of becoming a member of the Christian Church, and is a most serious and important step, requiring repentance, instruction and the promise to lead the Christian life, and the candidate will be given plenty of chance to discuss the matter with one of the School Clergy. He should invite his parents, other relatives and friends to the Service as Witnesses. These may be relatives, friends, his Faculty Advisor or any suitable person of his choice.

CONFIRMATION

Many boys enter St. Andrew's before being confirmed. All such boys, and all members of Churches other than the Episcopal Church and Churches in Communion with the Church of England, are asked to come to a meeting. Here a class is organized which meets in the Chapel one evening a week for about six weeks.

The instruction at these classes is designed for those who wish to consider being baptized or confirmed, or, if members of other Churches, receiving Holy Communion in the School Chapel while in residence at St. Andrew's.

Merely joining this class does not commit a boy in any way. The object of the class is to help him make up his mind.

After the next to last class those who wish to be confirmed tell the Priest. He has a talk with each candidate and if satisfied that he is ready for this step, arranges to have him presented for Confirmation.

The Bishop of Delaware visits the School yearly for Confirmation, and boys may be confirmed by him at this time. But the School prefers to prepare boys for Confirmation in their home parishes by their own Bishops. In the latter case

arrangements are made through the Rector of the home parish. Wherever the boy is confirmed, he should invite his parents, godparents, and other relatives and friends to the Service.

Confirmation is the Sacrament by which a Christian takes upon himself the promises made for him at Baptism by his godparents, and at which he receives the Holy Spirit through the laying on of hands, and full status as a Communicant of the Church. Any boy who enters St. Andrew's is old enough to be confirmed if he is willing to undertake the preparation and responsibilities.

Boys who are members of other Churches, in which they are entitled to receive Communion and who have attended faithfully the Confirmation classes described above, are cordially invited to receive Communion in the School Chapel while in residence at the School.

Any person is welcome to attend a Service of Holy Communion, even though the actual receiving of Communion is restricted to persons who have been confirmed or who have gone through the procedure described in the preceding paragraph.

ORGANIZATIONS

Part of "my bounden duty as a member of the Church" is to "work for the spread of the Kingdom." Any work a Christian does, whether it be his studies, "jobs," or making his living, can and should be carried out in such a spirit that it makes for "the spread of the Kingdom." This is especially true of the studies which fit us to serve God. In performing them faithfully we are fulfilling part of our duty to God and our neighbor.

But it is also well to work for the Kingdom in special ways directly connected with the services and work of the Church. The School Chapel provides five organizations which offer such opportunities. They are:

A. The Acolytes' Guild, which provides two boys each week to tend the candles, serve at Holy Communion, and generally assist the Clergy in the Services. The Chaplain will inform you how to join this and also:

B. **The Choir**, which leads the singing and responses. Try-outs for the Choir are held early in the Fall Term. Choir practice is held from 7:15 p.m. to 8:30 p.m. Friday night, and from 10:45 a.m. on Sunday, excluding the first Sunday of the month, at which time the Choir reports at 8:15 a.m.

Choir Practice: The Choir will begin practice on Fridays at 7:15 p.m. and end practice at 8:40 p.m., and Chapel will be held from 7:30 to 7:45 p.m.

Choir members who are detained by night kitchen and dining room jobs will be excused from the pre-Chapel practice period (7:15-7:30 p.m.)

Choir members on academic restrictions will not be permitted to miss Study Hall on Friday nights.

Choir members who have two classes Saturday morning will have to attend Extra Study Hall Friday afternoon, with the following exceptions:

1. V and VI Formers who have a IV group or better and who are failing no major subject;
2. Students who, in the opinion of the Registrar, have adequate preparation time Friday for Saturday's classes.

C. **The Lectors**, Sixth Formers, who read the lessons in Evening Chapel several times a week. The Priest gives them instruction and practice in reading and arranges for them to read the lessons on certain evenings.

D. **The Sacristans' Guild**, which changes the Altar cloths, puts out and cleans the Communion vessels, and cares for the ornaments of the Church.

CONTRIBUTIONS

Part of my bounden duty as a member of the Church is "to give for the spread of the Kingdom." Regular opportunity to give to the Church and charitable work generally is provided by the Chapel envelopes.

These are distributed at a meeting before the first Sunday of the Fall Term. In each box of envelopes there is a pledge card. On this a boy writes his name and the amount he promises to give each week. The contribution is made from the boy's

allowance. The pledge card is collected by the Treasurer of the Vestry. Each Sunday the boy puts the amount pledged in the envelope for that Sunday, and places it in the alms basin during the Offering. If he is absent some Sunday, he adds that week's contribution, in the proper envelope, to his contribution of the following Sunday.

The Chapel contributions are collected immediately after the Service by two members of the Vestry, ordinarily the Treasurers of the Fifth and Sixth Forms. They are then counted and *deposited directly in the School Bank*. The Vestry votes on how the money is to be distributed.

The Chapel pledge is a most solemn obligation, made to God for His work, and should be paid regularly, and given precedence over any other expenditures or debts. It is practically the only contribution asked of the School's members by its Vestry, and is used to aid a wide variety of religious and charitable causes. A pledge should be made prayerfully and generously, and within the ability of the maker to pay it regularly.

VACATIONS

Vacations form about four months of the year. During them our basic duties as members of the Church continue in full force. We are still bound to "follow Christ, worship God every Sunday in His Church, and work and pray and give for the spread of His Kingdom." There is no excuse for taking a vacation from Christianity.

Almost anywhere we may be on vacation it will be possible to attend Church on Sunday. If there is no Episcopal Church, we can attend some other. If there is no Church anywhere within reach, we can read Morning Prayer or Family Prayer from the Prayer Book, if possible with our family and friends present.

We can keep up our daily prayers, our contributions to the Church, and even our special Church work, by offering, for example, to serve at the Altar or sing in the Choir, at our vacation Church.

The School Chapel normally has an 8:30 a.m. Celebration of Holy Communion every Sunday in vacations except during August.

CHARTER OF SCHOOL GOVERNMENT

A government cannot have too much of the kind of activity which does not impede, but aids and stimulates, individual exertion and development. The mischief begins when, instead of calling forth the activity and powers of individuals and bodies, it substitutes its own activity for theirs; when, instead of informing, advising, and, upon occasion, denouncing, it makes them work in fetters, or bids them stand aside and does their work instead of them. The worth of a State, in the long run, is the worth of the individuals composing it; and a State which postpones the interests of THEIR mental expansion and elevation to a little more of administrative skill, or of that semblance of it which practice gives, in the details of business; a State which dwarfs its men, in order that they may be more docile instruments in its hands even for beneficial purposes—will find that with small men no great things can really be accomplished; and that the perfection of the machinery to which it has sacrificed everything will in the end avail it nothing, for want of the vital power which, in order that the machine might work more smoothly, it has preferred to banish.

—John Stuart Mill, "On Liberty"

PREAMBLE:

The objective of School Government is the establishment of a well ordered and productive school in which, through the exercise of democratic process, its members can achieve a maximum identity within the framework of a Christian community. It is based upon the faith of its members in each other, in themselves as responsible members of the School community and in the School and the principles for which it stands.

It recognizes the limitations which any school (as represented by its headmaster and faculty) must place upon the liberty of a student body which has not reached the age of discretion; but it recognizes also that the individual responsibilities and obligations which a democracy imposes on its members can be gained only through experience.

The School Government guarantees to the School and all its members that the School's physical plant shall be maintained, its routine respected, its records preserved, that its honor and reputation be held inviolate, and its objectives as an educational institution and as a church school shall in all ways be furthered; that the rights of the individual to exist as an individual, to eat, sleep, study, think, speak, play, entertain and be entertained shall be protected, and that they shall be no further abridged than is necessary to the welfare of the community as a whole.

ORGANIZATION:

I. The Headmaster and the Faculty:

Duties: As the body upon which responsibility for the welfare and reputation of the School ultimately rests, it is the duty of the Headmaster and the Faculty to assist the student body to achieve the objectives of school government. It therefore reviews the acts and findings and recommendations of the School Meeting, its executive and judicial agencies, accepts those which it considers wise, requests reconsideration of such measures it considers unlikely to accomplish the purpose intended and rejects those it considers without merit.

No legislative act of the School Meeting can become law without the approval of the Headmaster, the Faculty, or such agencies as they may delegate to exercise their authority.

II. The Forms:

The Forms are divisions of the student body made on the basis of scholastic achievement, and hence, loosely, on a basis of age and intellectual and emotional maturity. There are five such forms, the second being the youngest, and the sixth being the oldest.

They are further distinguished by the fact that each has its own living quarters, and each privileges and responsibilities peculiar to itself.

Elections:

Each form has its own officers, elected from the form, and from the IV Form onward, each elects its own Faculty Ad-

visor. In each form through the IV the form officers are elected twice a year, those who held office during the first half of the year being ineligible for election in the second half of the year. In the V Form, while elections are held twice a year, officers are eligible for reelection. In the VI Form year, the officers serve for the full year unless removed for dereliction of duty.

The number of officers elected by any form is limited to four.

The election of officers in all forms except the II are held at the first scheduled Form meeting in February and the last scheduled Form meeting in May, officers elected in May assuming office in the September term.

Election of officers in the II Form will be held at the second scheduled Form meeting of the fall term, and at the first scheduled Form meeting in February.

Election of the Form Advisor takes place at the second scheduled Form meeting in the fall term of the IV Form year. All members of the Faculty except the Headmaster, Senior Master, the Advisor to the graduating class of the year immediately preceding, and the Advisors to the V and IV Forms of the year in which the election is held, are eligible for election.

Duties of the Forms:

General: The first obligation of any form is to the School, a duty which is discharged only by participating fully in all phases of school life, by respecting school laws and property and jealously guarding the School's honor. The measure of the worth of any form is the contribution it makes in these respects.

All forms are charged with preserving order in their places of domicile and with nominating members of the Form to the School Meeting to serve on various agencies of School Government.

The IV Form is specifically charged with cheer leading.

The V Form is specifically charged with:

1. Writing, planning, publishing and financing the Year book.

2. Managing the Spring Term Dance.
3. Acting in such supervisory capacities as it shall be appointed to.
4. Nominating Praefects.

PRIVILEGES OF THE V FORM:

1. Smoking.
2. Swimming without faculty supervision under certain circumstances.
3. Under certain circumstances, late return from Saturday leaves.
4. Wearing the School blazer during the Spring Term.

The VI Form is specifically charged, as the oldest and most responsible of the forms, with:

1. Preserving, by precept, example, and supervision, the *esprit de corps* of the School, and preventing and reporting infractions of school rules.
2. Supervising the job system.
3. Supervising the dormitories.
4. Supervising Chapel attendance.
5. Serving meals in the absence of a master, preserving dining room decorum and checking attendance at every meal at the table to which they are assigned.
6. Managing the Winter Term Dance.

IN CONSEQUENCE OF ITS RESPONSIBILITIES IT IS GIVEN THE FOLLOWING PRIVILEGES:

1. Under certain circumstances, immunity from waiting on table.
2. Riding bicycles, in accordance with school rules.
3. A school holiday once a term on a day of its choice.
4. One week end a term in addition to week ends ordinarily permitted the whole school.
5. Under certain circumstances, late return from Saturday leaves.
6. Weekday movie attendance under certain circumstances.

7. The VI Form is entitled to wear the School blazer.
8. Swimming without faculty supervision under certain circumstances.

Duties of the Form Officers:

1. Calling and conducting Form meetings, which shall be conducted according to parliamentary procedure.
2. Promoting school spirit and the observation of school law and custom within the form.

III. Praefects:

The praefects are nominated by the V Form and confirmed by the Headmaster, who may appoint such other Praefects as he sees fit. They are the representatives of the VI form and the Headmaster to the School.

Duties:

1. To conduct School Meetings.
2. To sit on executive and judicial agencies of School Meeting to which they may be appointed.
3. To meet at scheduled intervals with the Headmaster and Senior Master.
4. To supervise the student body as a whole, report and correct matters amiss, and promote school spirit to the best of their ability.

IV. The School Meeting:

Organization:

The officers of the School Meeting are the Praefects. The Head Praefect is ordinarily the president of the School Meeting. It is the duty of these officers to conduct the School Meeting in accordance with the provisions stated below.

The School Meeting is composed of the entire student body and those members of the Faculty who care to attend. Attendance is required of all students, and all present at the meeting have the right to vote on all matters brought to a vote. All present at the meeting have the right to speak, subject to the provisions of the legislative process as stated below.

Authority:

All legislation passed at the School Meeting is subject to review of the Headmaster and the Faculty before becoming law.

No agency of School Government, the Faculty excepted, may alter existing law or custom without the consent of the School Meeting.

Duties of the School Meeting:

1. To enact such laws, make such regulations and establish such practices as it considers desirable and necessary.
2. To establish such executive and judicial committees as it considers necessary to the execution of its laws, directives, and business.
3. To select, from nominees presented by the Forms, the membership of these committees.
4. To appoint from the Praefects, the Praefect members of these committees.
5. To hear the reports of these committees and act on recommendations they may bring before it.
6. To recall and reconstitute the membership of any committee when the committee does not effectively discharge the purposes for which it was formed.

The Legislative Process:

The agenda of the School Meeting is prepared by the Agenda Committee. Before any matter of business or any piece of legislation can be brought before the School Meeting it must be submitted to the Agenda Committee and placed on the agenda, after which it is acted upon by the School Meeting as described under "The Conduct of School Meeting." If the bill or resolution is passed by the School Meeting it will be sent directly to the Headmaster and the Faculty for approval. If approved it will become effective immediately. If returned for reconsideration, it will be reconsidered and resubmitted. If rejected, the rejection is final.

Rules for the Conduct of School Meeting:

For the efficient conduct of any business meeting certain rules of conduct and procedure must be observed.

At the St. Andrew's School Meetings the following regulations will be observed:

1. Proper dress and decorum will be maintained at all times.
2. Members will remain seated except when the performance of their duties requires them to leave their seats.

Members will rise when addressing the Chair.

Members will come to the front of the auditorium when making a report, making a motion or debating a motion.

3. All persons will address the Chair and be recognized by the Chair before addressing the meeting.

The chairman of the meeting shall enforce the above regulations.

RULES FOR DEBATE:

All major resolutions will be publicized before the meeting, and all interested persons must indicate to the chairman in writing their intention to speak concerning any measure before the meeting. Those who have failed to signify their intention to speak, as provided above, may be refused recognition by the Chair.

If the number of persons who express their intention to speak appears to be excessive, the chairman may suggest that interested parties hold a caucus to determine who may speak for them in a meeting.

When the meeting has progressed to the time allocated to the discussion of old or of new business, motions are in order. The following procedure will be observed:

1. The proposer of a motion will be allowed 5 minutes in which to state his proposal and to offer arguments in favor of its adoption.
2. The seconder of the motion is confined to the use of the following expression, "I second the motion."
3. Questions from the floor: A maximum of ten minutes is allocated to this phase. Questions from the floor may be asked by anyone in the meeting. Only questions concerning the bill, its wording, meaning, or application may be asked. The chairman will rule as out of order any attempts to debate the measure at this point.

(Questions will be addressed to the chairman who will repeat the question to the assembly and designate a proper person to answer.)

4. Debate: The person or persons who have indicated their intention to oppose the measure may at this time, upon being recognized by the Chair, offer any objections to the measure which are pertinent. Opponents of the measure are allowed 5 minutes in which to state their objections.
5. In rebuttal the proponents of the measure will be allowed 3 minutes in which to reply to the opposers.

At the conclusion of debate the chairman will ask if the members are ready for the vote. The members may signify their readiness by a show of hands. If it is apparent that the majority is ready to vote the ballot may be taken at this time. If, however, the show of hands indicates that the majority of the assembly is not ready for the vote, the chairman may

1. Entertain a motion to table, in which case the motion will be brought up under Old Business at the next meeting, or
2. Entertain a motion to return the matter to committee for further consideration.

In the event the motion is returned to a committee for reconsideration, the Committee must hold open hearings on the measure, and must report the bill out of committee by the next School Meeting, or request postponement at the next School Meeting.

The Agenda Committee may, at its discretion, alter the order of business and the rules of debate when the best interests of the School are served by such action. Notice of the change must be publicly posted prior to the meeting.

V. The Executive Agencies of the School Meeting:

The Agenda Committee:

MEMBERSHIP

The Praefects, one member from every form except the VI appointed by the School Meeting, two members of the Faculty appointed by the Headmaster.

DUTIES AND POWERS:

Before the School Meeting is called, the Agenda Committee shall convene to set the time and place of the School Meeting, to arrange for proper notice of the meeting, to prepare the agenda, to publicize the matters which are to be considered at the meeting, to draft resolutions to be submitted to the meeting, and to determine in advance who shall present and second resolutions to be presented.

The Committee will examine all propositions properly put to it by any member of the school, by any agency of School Government, or by any school organization.

The Committee is empowered to call before it the sponsors of any measure submitted to it.

The Committee is empowered to reject any measure on jurisdictional grounds or on the grounds that the measure is irrational or irrelevant. However, in the case of rejection, written notice of the cause will be given the sponsors and publicly posted.

In the event that the rejection, unless based on jurisdictional grounds, is unsatisfactory to the sponsors, they may have the measure brought before the School Meeting by presenting the measure, together with the endorsing signatures of 20% of the school body, to the Agenda Committee.

The Committee is empowered to initiate legislation.

The Committee shall be responsible for counting all School Meeting Ballots.

The Agenda Committee may alter the order of business or the rules of debate when the best interests of the School are served by such action. Notice of change must be publicly posted prior to the School Meeting.

The Decorum Committee:

MEMBERSHIP:

One Praefect, one representative from each form, nominated by the forms but chosen by the School Meeting, and two faculty representatives, appointed by the Headmaster.

ORGANIZATION:

The Committee shall appoint its own chairman and other officers.

OBJECTIVES:

The establishment of the minimum standards of dress and decorum necessary in a school such as St. Andrew's.

DUTIES:

The formulation of regulations necessary to effect the establishment of the objective.

The Recreation Committee:

MEMBERSHIP:

One Praefect, the head projectionist, the president of the Criss Cross Club, one student from every Form, nominated by the forms and appointed by the School Meeting, three members of the faculty, appointed by the Headmaster, of whom one is designated chairman.

RESPONSIBILITIES:

To arrange programs of cultural and recreational value to the School, including moving pictures, lectures, and the like.

POWERS:

The Committee is empowered to choose as it sees fit within the budgetary limits set by the School.

LIMITS:

Its decisions are not subject to revision by the School Meeting, though the programs it has presented are subject to review by the School Meeting.

The Social Activities Committee:

MEMBERSHIP:

One Praefect appointed by the School Meeting, two representatives from each form, selected by vote from nominees presented to the School Meeting by each form.

ORGANIZATION:

The Committee elects its chairman from its V or VI Form members, and its other officers and executives from the whole membership of the Committee.

DUTIES:

The objective of the Committee is to provide social outlets for the student body.

The Committee is specifically charged with:

1. Scheduling the date of the informal dances.
2. Fixing the place.
3. Fixing the hours.
4. Arranging the issuance of invitations.
5. Arranging transportation.
6. Financing and accounting for funds.
7. Setting standards of decorum.
8. Arranging all other matters pertinent to the activity, music, refreshments, labor, etc.
9. Arranging trips to athletic engagements in the vicinity of Middletown.

POWERS:

The Committee is empowered to make such drafts on the student labor pool as are necessary to the execution of its business, and make all other arrangements necessary, including financial assessments not in excess of \$1.50 per boy.

LIMITATIONS:

1. The Committee must consult the scheduling officer before fixing the date of a dance.
2. The Committee must be prepared at all times to report its activities to the School Meeting.

The Vestry:

MEMBERSHIP:

The Praefects, the officers of all forms, but not more than three officers from a single form; the Headmaster, the Chap-

lain and such other members of the Faculty as the Headmaster may appoint.

ORGANIZATION:

The chairman and the secretary are elected by the Vestry in the first Fall term meeting to serve for the ensuing year.

DUTIES:

General: All phases of school life shall be considered within the province of the Vestry, which is empowered to lay before the School Meeting in the usual way any recommendations, policies, programs and measures which it considers will promote the welfare of the School.

Particular: It is the special function of the Vestry

1. To collect and allocate funds collected in Chapel and to report accurately on the collection and allocation.
2. To consider, promote, activate and report on inter-school relationships of a religious or charitable nature—to wit, such matters as the Buck Hills Falls conference, friendship ties with foreign schools and foreign school affiliations and other matters of a similar nature—and to arrange for outside speakers on these matters to visit and address the school.
3. To consider and recommend such changes in existing practices and policies as may be considered likely to promote the cause of the Church and the practice of religion in the School.

VI. Judicial Agencies of School Government:

The Discipline Committee:

MEMBERSHIP:

The Senior Praefect, two Praefects appointed by the School Meeting, one member from each form (the VI excepted) nominated by the forms but selected by the School Meeting and four members of the Faculty appointed by the Headmaster, one of whom is the chairman and one the secretary.

OBJECTIVES:

The preamble to the Charter of School Government, paragraph 3, states that "School Government guarantees to the School and all its members that the School's physical plant shall be maintained, its routine respected, its records preserved, that its honor and reputation be held inviolate, and its objectives as an educational institution and as a church school shall in all ways be furthered; that the rights of the individual exist as an individual, to eat, sleep, study, think, speak, play, entertain and be entertained shall be protected, and that they shall be no further abridged than is necessary to the welfare of the community as a whole."

It is the purpose of the Disciplinary Committee to see that this guarantee is respected.

Its concern is as much to protect the individual from the pressure of society as to protect the group from the irrational acts of individuals. Its business is not punitive but corrective. Its mission is educative. Its point of view is objective without being inhuman.

DUTIES:

1. To investigate all offenses and misdemeanors, determine guilt where guilt can be determined, assess an appropriate penalty, which may range from marks to a recommendation of expulsion.
2. To keep an accurate account of the conduct record of every boy.
3. To evaluate the disciplinary procedures of the school and recommend appropriate changes to the School Meeting.
4. To keep up to date that part of the Handbook pertinent to discipline.

PROCEDURE:

Procedure is not that of a civil court by reason of the fact that the School operates under an honor code, that a boy's word is taken unless the weight of evidence makes reference to the Honor Committee inevitable.

Each boy is considered innocent until his innocence is impeached by weight of evidence directly connecting him with

the offense in question, in which event the boy is called upon to exculpate himself or explain his behaviour.

No boy may be tried for a major offense (more than 24 marks) unless his advisor or a suitable substitute is present.

Except in stated cases there are no fixed penalties.

The findings of the Committee are subject to the approval of the Headmaster. While it must be ready at all times to explain its decisions to the School Meeting, the decisions handed down in cases tried before it are revokable only by the Headmaster.

ADMINISTRATION: v p 57.

CONDUCT: v p 46.

The Honor Committee:

MEMBERSHIP:

The members of the Honor Committee are the Senior Praefect, two other praefects chosen by the School Meeting, one representative from each of the forms excepting the VI, these representatives being selected by the School Meeting from two nominees presented to it by each of the forms excepting the VI, and two Faculty representatives.

ORGANIZATION:

The Senior Praefect is chairman of the Committee. Its secretary is appointed by the Committee. All members of the Committee have the right to vote.

OBJECTIVE:

The objective of the Honor Code and the agency through which it is expressed, is the cultivation of that high sense of personal integrity without which a society based on mutual trust and confidence, rather than suspicion and repression, cannot function.

DUTIES:

1. To publicize the Honor Code and indoctrinate new members of the School.

2. To investigate infractions and alleged infractions of the Honor Code and take appropriate measures, which may range from a reprimand to a recommendation of suspension or expulsion to the Headmaster.
3. To adjudicate appeals made under Clause "C" (Lying) of the Honor Code.
4. To make such recommendations to the School Meeting as it considers necessary to the improvement of the Honor Code, its operation and observance.

THE HONOR CODE:

ACADEMIC HONESTY:

During any examination one should neither give nor receive help in any form. Giving help includes passing notes, talking to a neighbor, or placing an examination paper in such a position that it can be seen by others. Receiving help includes obtaining information by means stated above or bringing to the examination and referring to any unauthorized material, such as books or notes. During any classroom test, oral or written, the specific rules set forth by the individual master should be scrupulously obeyed as well as the principles of honesty stated for any examination.

RESPECT FOR PROPERTY:

One should respect the property of others and of the community as a whole; that is, under no circumstances should one take, borrow, or displace another's property without the full consent of the owner, or willfully damage or destroy such property. Moreover, anyone finding a lost or displaced article should return it to its owner immediately, or to the proper place for such articles—the School Store.

TRUTHFULNESS:

Every student should understand that it is his duty to tell the truth at all times and to turn in to the Honor Committee any member of the student body known to be deliberately lying. However, a student may refuse to answer a question, and appeal the matter to the Honor Committee.

PROCEDURES:

1. Anyone violating the Statement of Principles shall report himself promptly to the chairman or some other member of the Honor Committee.
2. Anyone witnessing or having knowledge of a violation of the Statement of Principles, shall report the violator or see that he reports himself promptly to some member of the Committee.
3. The Committee member shall bring the matter to the attention of the Honor Committee immediately, by report it to the secretary or chairman.
4. The Committee shall sit on the case, weigh the evidence and reprimand the offender if the offense is the result of ignorance. A reprimand shall be reported to the Headmaster and recorded in the minutes.
5. The Committee may recommend suspension or expulsion to the Headmaster, who will review the findings of the Committee and act as he sees fit.
6. No boy shall be tried for an honor offense except in the presence of his advisor.
7. Except in cases where the welfare or honor of the School are at stake, the honor code is not to be made an instrument of disciplinary action. (The term "Welfare" shall cover destruction of school property, tampering with school records, disturbing Study Halls from without, or disturbing study hour outside of Study Hall; seriously, selfishly and wilfully disturbing dormitories or corridors during hours set aside for sleeping; and bullying, beating or otherwise discriminating against any member of the school community.) The term "Honor", in addition to acts unworthy of a gentleman, shall cover the use or possession of alcohol, either in transit to and from school or at school or at any time the user or passer is under the jurisdiction of the school, and violation of the trust and confidence placed in members of the school community.

POWERS:

The Committee is prepared to explain its decisions to the School Meeting when it thinks such explanations are in order

or when called upon to do so by the School Meeting. When such a report, however, would do more harm to the individual than good to the School, the Committee may, with the assent of the Headmaster or his designated deputy, refuse the request of the School Meeting.

Its decisions when approved by the Headmaster or his appointed deputies are final and not subject to appeal.

CONDUCT

(*v. Also School Government, "The Disciplinary Committee" p 41 ff., and "The Honor Committee and the Honor Code" p 43 ff.*).

BEHAVIOR STANDARDS

St. Andrew's School students are expected to behave with a due regard for the rights of others, with a proper respect for themselves and for the welfare and honor of the School. A further exposition of the student's obligation to the School may be found in the preamble to the Charter of School Government, p 31, ¶ 1.

The exercise of common sense, courtesy and honesty is sufficient to good conduct, and the School expects each of its students to exercise them.

However attention is specifically directed to the following list of things, some of which may be admissible at home, but all of which are distinctly out of place at St. Andrew's.

THINGS PROHIBITED—MAJOR

Absence from School engagements, except as provided: *v. "Leaves of Absence", p 65-73.*

Alcohol: The possession or use of intoxicants (whether one is in transit to or from school or at school) of any sort may result in summary dismissal.

Fire Arms and Explosives: *v. "Firearms" p 61.*

Hazing: Bullying, beating, compelling the services of another by violence or threats of any sort, hazing in any form, and unworthy acts of discrimination whether by individuals or groups of individuals are reprehensible in the extreme.

Hitch-hiking: *v.* Car Rule p 77.

Hooking: Leaving the campus without permission after dark.

Swimming, Unauthorized: Water front activities p 78-79.

Tobacco: The use or possession of tobacco is forbidden to all II, III and IV Formers who are not 16, or who, being 16 or over, have not the permission of their parents. All V Formers under 16 must also have parental permission. *v.* "Smoking Rule" p 75-76.

Trespass in areas listed as "out of bounds" in other sections of this handbook, and in addition, the following areas, unless one is accompanied by a master or is in pursuit of normal School duties:

The Boiler Room.

Garages (see the Smoking Regulations, p 75-76).

The Kitchen, the living quarters or rest rooms of kitchen and housekeeping personnel, and food storage rooms.

The Laundry proper.

The Library Office.

The Maintenance Building.

The Museum is not to be used as a thoroughfare or eating place.

The Music Room.

All places of jeopardy, such as roofs, electrical conduits, elevator and ventilating shafts and so on.

The Stage during production periods and the property rooms at all times.

The Trunk Room.

Vandalism

THINGS PROHIBITED—MINOR

Less serious in their consequences are the following:

Gum chewing is forbidden in any part of the Main Building.

Pets: Unfortunately the School has no facilities for the housing of pets.

Running in the halls and dormitories is a menace to the safety of others and is therefore forbidden.

CORRIDOR AND DORMITORY REGULATIONS AND THE HOUSE RULE:

The following regulations have been formulated by the Corridor and Dormitory Committees. They represent the residue of custom which experience has shown is essential to the common good.

Complete dormitory and corridor rules are posted in every dormitory.

CORRIDOR REGULATIONS:

Quiet and order should be observed at all times.

Bed hours:

1. Boys will be in bed by 10:30 P.M. weekdays and by 10:00 P.M. Sundays and will remain in bed. Room lights will be blinked 15 minutes before the bedtime hours when lights will be turned out.

2. On Saturday movie nights, lights will be out and boys in beds 15 minutes after the end of the movies, if later than 10:30 P.M.

3. No talking is permitted after 11:00 P.M.

General Rules:

1. Rooms and closets may not be locked.
2. Boys may not change rooms without permission of the corridor master.
3. Rooms must be neat at all times.
4. No athletic equipment may be kept in rooms.

5. Proper attire must be worn at all times in the hallways. Bathrobes must be worn to and from the shower rooms.

6. Approved edibles may be kept in the corridor rooms if placed in proper containers.

7. Radios are not to be played during study hours and at no time should they be played loudly.

8. Mutilation of school property is absolutely forbidden.

9. Showers are not to be used between 6:00 P.M. and 7:30 P.M. on weekdays and 5:30 P.M. to 6:30 P.M. on Sundays.

9. Any boy who is not in bed and properly attired for bed when the supervisor makes his bed check is late for bed.

10. Any boy who is out of bed after the bed check, is out of bed after lights.

11. No telephone calls will be made in corridor apartments. Prior notice must be given to corridor master in case of absences due to telephone calls.

12. Running in the corridors is not permitted.

13. All hot plates and similar equipment must be licensed by the school administration.

14. Electrical wiring may not be tampered with.

15. Candles and other combustibles may not be lighted in rooms.

16. Only patented picture hangers and thumbtacks may be used on walls.

DORMITORY REGULATIONS—MAIN BUILDING

To provide the best in group living conditions the following rules have been found advisable.

Boys are permitted to be in the dormitory when they are not required to be elsewhere. However, for disregard of the regulations the dormitories may be **CLOSED** except for sleeping.

Morning

Beds will be made, alcoves dusted, and boys out of the dormitories 20 minutes after the "end of breakfast" bell. The Supervisors may extend this time for Sunday inspections.

Lateness . . . up to 3 marks.

Afternoon

Boys will not be in the dormitories between 3:30 and 5:00 p.m. weekdays and 2:30 to 5:00 p.m. Sundays. Alcoves will be neat when vacated. All athletic showers will be taken in the gym. All athletic clothing will be kept in the gym. "Free days" and weekend showers may be taken in dormitories.

Evening

Bedtime is: Weekdays, 9:45 p.m. Saturday, 10:00 p.m.; or 15 minutes after the end of entertainment. Sunday, 9:15 p.m.

Showers are not to be used between 6:00 p.m. and 7:30 p.m. on weekdays and 5:30 p.m. to 6:30 p.m. Sundays.

Evening telephone calls may be made only with permission granted prior to the end of Study Hall. Emergency incoming calls must be reported to Supervisors as soon as possible.

GENERAL RULES

Dormitories, Rooms, and Alcoves are OUT OF BOUNDS for boys who do not occupy them. Permission for visiting other dormitories may be obtained from the Dorm Masters or Supervisors. An alcove in a dormitory may be visited upon invitation of the occupant.

Towels will be worn properly to and from showers. West Dormers will wear bathrobes in the hall.

Radios, lamps, electric clocks, and other wiring are banned from the dorms.

No beverages may be kept in the dorms. Any individual may keep food in his alcove, but the food must be kept in *one* metal container whose maximum dimensions may not exceed nine and one half inches.

GYMNASIUM DORMITORY REGULATIONS

Conduct During the Day

Beds are to be made, alcoves dusted and straightened by the beginning of job period.

Dormitories are expected to be in a state of reasonable order at all times; they may be inspected at any time.

No athletic clothing may be kept in the dormitories.

Radios and record players are not to be used during day periods or study hours. Overly loud playing of these instruments may result in their confiscation.

Those on their way to shower or dress in the locker rooms will wear bathrobes. Appearing in the hallways in a state of undress is reprehensible.

Conduct During the Night

A. Bedtimes

1. Bottom dorm
 - a. week nights: 10:30
 - b. Sunday: 10:00
2. Top doms
 - a. Week nights: 10:00
 - b. Sunday: 9:30
3. All dorms on Saturday retire at regular bedtime or 15 minutes after the close of the movie.

NOTE: During the 10:00 to 10:30 period in the bottom dorm quiet must be preserved.

B. Conduct after lights

1. After lights there is to be no talking.
2. Boys are to remain in their beds. They may $\frac{1}{2}$ hour lights visit the bathroom, one at a time.
3. The basement is out of bounds.

General Conduct

The gymnasium supervisors would like relations between supervisor and supervised to be governed by a feeling of mutual respect. This feeling can best be maintained by everyone's behaving in a gentlemanly manner at all times.

Food: All food must be kept in metal containers.

THE HOUSE RULE requires all students to be out of the main building or out of their living quarters in the gym every weekday from the time required to meet an athletic engagement, or on weekdays free from athletic engagements, for 45 minutes.

The House Rule may therefore be said to be "operative" between the hours of 3:30 and 5:00 p.m., Monday through Friday of each week.

By general proclamation posted on the bulletin board the Headmaster or Senior Master may relieve the whole student body of the "out-of-doors" provisions of the House Rule when the weather is inclement.

The School Nurse may excuse individuals from the "out-of-doors" provisions of the House Rule by posting the individual's name on the infirmary list and making a proper notation.

Individual students may be excused from the "out-of-doors" provision of the House Rule to meet a School engagement.

Students so excused from observation of the "out-of-doors" provision, or students who may legally be in the main building by reason of the fact that they have a free day from athletics, by the termination of an athletic engagement prior to 5:00 p.m. or by an athletic engagement which does not begin until after 3:30 p.m. must observe the following conventions:

A. Quiet and decorum are to be observed at all times and in all places.

B. Students resident on the corridors may study, read, or write letters in their rooms, in their (own) common rooms, in the study hall or in the library.

C. Students resident in places other than the corridors may study, read, or write letters, in the main study hall, the library, or the underform common room.

D. All other places—laboratories, dormitories, class rooms—shall be considered out of bounds. However boys may use these and other facilities if they carry written permission from the appropriate master.

Out of Doors Wear: All students are expected to exercise common sense and prudence when out of doors, and to *dress to meet the weather* as well as social convention. Those who fail to dress to meet the occasion endanger their health and the welfare of the community and in consequence are subject to disciplinary action. The Nurse may dictate the type of clothing to be worn.

DANCES:

St. Andrew's stages two major over-night dances during the year. The Fifth and Sixth forms are charged with their management though the whole student body, by paying \$3.50, defrays the expenses and is hence entitled to share in the fun.

Other incidental dances are given by the whole School under the auspices of the Social Activities Committee, which calls on the student body for help and money (\$1.50) but does the planning itself.

FORM DANCES

Each form is given a number of invitations, and the invitations are divided within the form by the drawing of lots. No student may bargain away or sell an invitation. If he can not use an invitation he has won, it must be returned to the Form pool.

Invitations not used by a Form should be returned to the Form manager for redistribution.

Invitations are sent out by Headmaster's wife, to whom the name of the girl and her address should be given two weeks before the date of the dance.

Girls stay at masters' houses, and quarters are assigned by the Form manager, who ascertains which masters' wives are willing to house guests.

DECORUM

One should remember to introduce his girl to people she does not know, particularly her host and hostess and the people at the table at which she happens to be sitting.

One should further remember that he is expected to meet the people in the receiving line, and to thank the sponsors of the dance (the Headmaster and his wife particularly) when it is over.

One should finally remember that decorum demands that when functions are being held at the School, all students and their guests are expected to be present and not to be wandering about elsewhere.

Girls are not permitted in living quarters at any time. Common Rooms are open as scheduled.

BED TIMES

VI Form Dance

Friday night 1:30 a.m. (the dance ends at 1:00 a.m. for all but VI Formers who report to the Dining Room to "clean up" at 1:30 a.m.)

Saturday night 11:00 p.m.

V Form Dance

Saturday night:

Dance ends 12:00 m.

Supper ends 12:15 a.m.

Bed time 1:15 a.m.

(Fifth Form "clean up" 1:15 a.m.)

SOCIAL ACTIVITIES DANCES

Only the first floor of the Main Building is open to girls on these occasions. The Masters' Coffee Room and the Masters' Library are open to those who have smoking permission. The Headmaster's Study, the Senior Master's Office and the Main Common Room are open to others.

In the afternoon, no one escorting a girl is permitted beyond School bounds (v. Map p 80).

Girls are expected to stay on the first floor of the Main Building.

Bed times—one half hour after the dance is over.

DINING ROOM

Attendance: All students are expected to attend all meals unless excused, to be on time, and to be neatly groomed and properly dressed (v. Dress regulations p 59).

Late: Those who are not in the dining room when the bell for grace is rung by the M.O.D. are considered late and must report to the master in charge of the dining room before being seated. The master in charge is the M.O.D. or (at breakfast only) a "jobs" master.

Grooming: Those who arrive dirty, disheveled or improperly dressed will be asked to leave the dining room and repair the deficiency. They must report themselves as "late" to the master in charge.

Grace: Custom demands that all persons stand while grace is said.

Seating: All students are assigned tables in the dining room and are expected to sit at the table to which they are assigned unless their table has been cut.

Food Consumption: All food served in the dining room is to be consumed at the table at which it is served. Under no circumstances is food of any description to be carried out of the dining room.

Waiters: All students except VI Formers not seated at a VI Form table or at a training table are expected to wait in rotation, beginning with the V Form in the fall, the IV in the winter and the III in the spring. Only one boy at a time may wait. Food is not to be transferred from one table to another without the mutual consent of the heads of the tables concerned, and the exchange is to be made through the waiter. Individual scavenging is reprehensible.

Tables are to be cleared of all serving dishes and at least six plates before dessert is obtained. The plates should not be scraped at the table but at the place provided for the purpose before being returned to the pantry. All dishes should be cleared from the table before dessert is served.

Tables are to be cleared by waiters and wiped clean before leaving the dining room. Crumbs and trash are not to be swept onto the floor.

Coffee and tea are to be obtained at breakfast by the "extra" boy. The waiter next in line will pour all beverages and sit next to the waiter.

Decorum: The amenities common to social occasions prevail.

While the waiter is served first and permitted to begin eating at once, others will wait until the head of the table is served. One is expected to rise when a lady comes to the table and when she leaves, and to see that she is seated.

One should not rest his forearms or elbows on the table while eating or drinking, and should ask for things, not demand them. Requests for additional servings should be addressed to the head of the table, not to the waiter.

Anyone wishing to leave the table briefly during the course of the meal should be excused by the head of the table. Before speaking to a boy seated at another table, one should ask permission of the table head. When the repast is concluded, one should ask the head (and foot) of the table for permission to leave.

Sixth Form Responsibilities: In the absence of a member of the faculty, the sixth former seated at the table will serve, and in the absence of a sixth former, a fifth.

The senior student at the table is responsible for checking the attendance and presenting the report to the B.O.D.

Sixth formers are expected to see to it that the amenities and dress regulations are observed, and may, if the occasion demands it, send other students from the table.

In addition sixth formers (or in their absence a fifth former) will settle all waiting and pouring disputes and prepare the attendance card for the B.O.D.

End of the Meal: The Senior Praefect, or in his absence, a praefect, will ring the dismissal bell and read announcements.

A minimum limit of 15 minutes at breakfast and lunch, and 25 minutes at dinner will elapse between the bell for grace and the bell for announcements.

When one has excused himself at the end of a meal, he is expected to leave the dining room, not to move to another table and there linger. Lingered impedes the work of waiters and dining room workers.

DISCIPLINE

(v. also, "Conduct" p 46, "The Disciplinary Committee," p 41 ff. and "The Honor Committee," p 43 ff.)

THE DISCIPLINARY SYSTEM IS ADMINISTERED by the Disciplinary Committee and its Chairman, to whom matters of discipline should be presented.

CONDUCT: Its measurement and its consequences:

Conduct is measured in terms of **Conduct Marks**, which are given for delinquencies.

These marks are posted daily, totaled weekly, and averaged at the end of the year.

Ordinarily six conduct marks (two ringers) is the maximum penalty assessed for breaches of conduct occurring before lights, twelve marks (four ringers) the maximum for breaches of behavior occurring after lights. Extraordinary misbehavior is weighed by the Disciplinary Committee, and an appropriate penalty—ranging from marks to a recommendation for expulsion—is assessed.

Conduct marks given in error will be expunged from the record if application is made within twenty-four hours of the time the marks are posted. Application should be made to the master or student who gave the marks and forwarded to the Chairman of the Disciplinary Committee for approval.

Matters of dispute are adjusted by the Chairman of the Disciplinary Committee or by the Committee as a whole.

GOOD CONDUCT:

Students whose conduct records are good are placed on the *White List* and as a result are granted certain rewards.

Bounds: A good conduct record favors those who are in danger of being placed on bounds and may affect the length of time they are kept on bounds.

"Lay-over": Eligibility to "lay-over" up to 18 marks in order to take a week end. Discretion rests with the Chairman of the Disciplinary Committee.

Rooming: Since conduct is one of the factors that determines room choice, a good conduct record much improves the chance of obtaining the room one wants in his V and VI form years.

Saturday Leaves: Those on the White List are granted extension of time on Saturday leaves, (*q.v.* p. 68).

Vacations: White List students, in consequence of good behavior, may leave one hour after their last examination has officially ended.

UNSATISFACTORY CONDUCT:

Work-Off: Any student receiving eight or more conduct marks in one week must report to mark work-off, usually held from 1:30 to 4:30 p.m. on Saturday afternoon.

At the discretion of the Chairman of the Discipline Committee, marks may be written or worked off at the rate of one every ten minutes, or walked off at the rate of two per mile. The maximum number removable by any method is 18, unless the offender has been assigned telephone duty. The remaining marks will be held over until the next "mark work-off" period, usually the following Saturday.

All conduct marks over eight must be "worked off" before departure for a major vacation period.

Students on bounds may be required to write off marks.

Corporal Punishment: Corporal punishment may never be administered without the consent of the Headmaster or in his absence, of the Senior Master.

"Lay-over": The Chairman of the Disciplinary Committee may at his discretion "lay-over" the marks of students engaged in athletics during the "mark write-off" period and make such arrangements as he will about the time and terms of the work-off.

White List students are also eligible for "mark lay-over" in the event of a week end or other previously planned and important engagement.

Bounds: An excessive number of marks, whether incurred over a period of time or at one time may result in a "bounds" penalty. Students "on bounds" (see map p 80) may not break bounds except for emergency medical attention, unless

excused by the Headmaster, the Senior Master or the Chairman of the Disciplinary Committee. Excuses will be issued only in cases of emergency, or, where the conduct record shows improvement, to permit students to keep any authorized academic or athletic engagement. Bounds do not carry over from one term to the next.

Suspension: Those whose conduct warrants it, or those who break bounds, may be suspended—sent home—for periods specified by the Disciplinary Committee and approved by the Headmaster.

Dismissal: The morally offensive or incorrigible will be expelled.

DRESS REGULATIONS

GENERAL PRINCIPLES:

Clothes and the people who wear them should be neat and clean.

The wearer must exercise common sense. The clothes worn must fit the occasion.

Inasmuch as the tone of the School is the concern of the whole school community, it is right and proper for any upper former or adult member of the community to request slovenly or improperly dressed students to make themselves presentable. The person so addressed should comply without protest.

THE OCCASION AND THE OUTFIT:

Weekdays

1. Breakfast, jobs, morning and afternoon classes, minimum requirements:
 - a. Matching shirt and trousers (Khaki, etc.), with exception of dungarees.
 - b. Solid color wool shirt and trousers. (Need not match)
 - c. A solid colored, long sleeved sweater may be added to *a* or *b* above.

- d. If a broadcloth or oxford cloth or other type of shirt appropriate for informal social occasions is worn, the wearer must also wear a tie and a sweater and/or coat.
2. Luncheon: Minimum requirement: A coat and tie obligatory.
3. After classes until 6:15 or Special Study, if attending: Appropriate outdoor wear or athletic wear.
4. Special Study, Chapel, Dinner, Evening Study Hall, School Entertainment, Trips (unless otherwise specified), and week ends:
Wool or gabardine trousers, broadcloth, oxford cloth, or other type of shirt appropriate for informal social occasions, coat and tie.

Sunday:

1. Chapel, breakfast, Church, and dinner: Matching suit.
2. Afternoon, supper, study-hall: Same as weekdays.

Miscellaneous:

1. Tennis shoes, moccasins, and shoes with cloth uppers, windbreakers, warm up jackets and sweat shirts are classified as sports wear and are inappropriate except on occasion 3 above.
2. Cotton suits, or parts thereof, such as seersucker, Palm Beach, etc., are appropriate substitutes for wool clothing in warm weather.
3. Clean, polished leather shoes, loafers and clean white bucks are acceptable at all times.
4. The School blazer, which may be worn only by Varsity letter winners, V Formers in the spring term of their V Form year, and by VI Formers, is considered the equivalent of a suit coat.

FIRE AND AIR RAID PRECAUTIONS

Fire: When the fire alarm sounds, walk quietly to the assembly area at the main garage. There wait quietly until the

roll is called by the senior class officer, who will give the roll to the master in charge.

War Alert: The alert is sounded on the School siren. If you are in the main building or the gym, walk quietly to the assembly areas in the basement, and remain there quietly until the roll has been taken by the master, praefect, or senior boy, who will turn the roll over to the Business Office when the emergency has passed.

If you are not near either of these buildings, go at once to the basement of the house you are in, or if no house is available, get into the nearest gulley. After the emergency has passed, report at once to the Business Office.

FIREARMS AND EXPLOSIVES

Students are permitted to have firearms or explosives under the following conditions. Possession or use of firearms or explosives under any other circumstances is prohibited.

GENERAL REGULATIONS:

All persons possessing, using, or handling firearms of any description will exercise basic safety precautions at all times.

All firearms except antique weapons used for room decorations will be kept in the School Rifle Closet at all times when not in use. Arms used as decorations will have the bolt or firing pin removed. Violation of this regulation may result in the confiscation of the weapon in addition to such other penalties which the Disciplinary Committee may prescribe.

Pistols may not be fired at any time.

All ammunition will be kept in the School Rifle Closet.

All rifles, ammunition, cleaning kits, etc., kept in the Rifle Closet should be plainly marked with the owner's name.

All unmarked materials (including rifles) will be assumed to be the property of the Rifle Club and open to communal use of the club.

Use of the Rifle:

Firearms may not be discharged at any time except under supervision of a master.

Firearms may be cleaned at times other than immediately after firing only with permission of the rifle instructor.

Violation of any rule governing the use of rifles, or failure to exercise common sense in the handling of firearms, or behavior in the vicinity of firearms in use will result in the immediate suspension of the privilege of the use of firearms.

RANGE RULES:

All persons will approach the range by the officially designated route.

Boys firing or observing on the range will remain inside the range house until all firing has ceased except that under special supervision boys may fire from a ground position outside the house.

Rifles not in use will be left with the bolt open at all times.

No part of a target may be placed within six inches of the edge of the official wooden backstop.

No target may be placed on the ground, or on any object other than the official backstop.

Rocks, glass, or any object which might cause a ricochet may not be used as a target at any time.

Boys firing on the range will police the range and range house at the completion of firing.

Special instructions of the master in charge will be followed at all times.

INFIRMARY

Minor illness: Infirmary *office hours* are posted on the bulletin board, and those who have minor illnesses should observe office hours.

Emergency: The infirmary office is open at all times to answer emergencies. If one is injured or actively ill, he should report at once, regardless of the hour.

Appointments: Appointments for treatment are posted on the bulletin board daily and must be religiously kept. Those who fail to keep appointments are liable to disciplinary action.

The infirmary proper, including the isolation wards, is out of bounds to those not committed to it, or having school business in it. Visiting is permitted only with the Nurse's consent.

Discharge: No student committed to the infirmary may leave until officially discharged by the Nurse.

Notice of incapacity to participate in athletics, to attend classes, or to go out of doors is posted daily on the bulletin board. Those so listed may not participate in athletics, attend classes, or go out of doors. Furthermore, those suffering certain types of illness may be excused by the Nurse from waiting on table.

THE JOB SYSTEM

St. Andrew's is a self-help school. Keeping buildings, grounds and living quarters clean is a matter of considerable pride. Accordingly every boy is assigned a job. Ordinarily these jobs are changed every three weeks.

It is each student's responsibility to do his assigned job properly, unless approved arrangements are made beforehand for another student to substitute in cases of legitimate leave of absence, such as weekday or week end leaves or athletic leaves.

There are three major job periods a day, and except in cases of emergency no student may do more than one job in any single job period.

Jobs start ten minutes after breakfast is officially over, by which time each boy is expected to have made his bed and straightened his living quarters.

Job inspection begins 40 minutes after the end of breakfast on weekdays (usually 8:30 A.M.) and one hour after the end of breakfast on Sundays (usually 10:30 A.M.). No stu-

dent may leave his job before it is inspected, and jobs reported as unsatisfactory must be done again. Repeating an ill-done job does not excuse lateness to class or other scheduled activities.

Students on morning dining room, morning kitchen or infirmary jobs and all waiters must make their beds and straighten their living quarters before breakfast. Waiters must be in the dining room at the five minute bell.

Each student is responsible for care of the equipment necessary to his job. Shortages should be reported to the Job Masters.

Lateness, absence, or poor performance are subject to disciplinary action.

LAUNDRY

Marking: All items taken to the laundry to be laundered, dry cleaned, or mended should be plainly marked with the owner's name, as provided in the instructions sent to parents. Clothes not marked should be given directly to the Housekeeper to be marked.

Laundry Collection: *Dirty clothes*, packed in a laundry bag which bears the owner's name, should be delivered to the laundry truck before 8:45 A.M. Monday. Bed linen, normally changed Saturday morning, should be included.

Laundry Delivery: Clean clothes may be retrieved from the laundry office at the following times:

Friday week-enders: 11:00 - 11:15 A.M. Friday.

All others: 1:00 - 6:00 P.M. Friday.

Emergency: 8:00 A.M. - 12:00 Noon Saturday.

After Saturday up to six disciplinary marks per day will be given for failure to retrieve clean laundry.

Mending, Dry Cleaning: Clothes to be mended or dry cleaned should be given directly to the Director of the Laundry. She is in her office most of the day.

Payment for dry cleaning is made by a blue check (drawn to St. Andrew's School and countersigned by the advisor)

upon delivery of the garment at the Laundry. No new cleaning will be accepted until all cleaning bills are paid.

LEAVES OF ABSENCE

St. Andrew's School believes that leaves of absence are essential to the well-being of its students, and hence encourages week-end visits home on the part of its students and visits to the School on the part of parents and friends. Nor has the School any desire to restrict students to the campus beyond the limits required by prudence, the pursuit of an academic education, and the welfare of the School itself.

DEPORTMENT: Students on leave from the campus are expected to behave with propriety, and with consideration for the feelings and rights of others, particularly on trains and other public carriers and in all public places. In particular, the smoking rule and the rules regarding alcoholic beverages, conduct and dress, apply to all students while in transit to and from the School.

Boys going to town should uphold at all times the pleasant relationship of mutual respect between Town and School. This means being cordial and polite to our neighbors, refraining from undue noise or confusion in the streets or stores, and at all times respecting property.

The following suggestions may prove helpful.

Avoid aggressive attitudes and aggressive acts; hostility begets hostility, but a soft answer turneth away wrath. Show the courtesy to the people of Middletown that you show to people at home.

Be neat and clean in appearance and go fully clad. Bare limbs have no local appeal.

Saturday is a big day for the merchants of Middletown. The clerks in stores are busy. Anything you can do to facilitate the transaction of business they will appreciate.

Do not loiter in stores when you have made a purchase. Buy what you want, and go outside.

If you enter a shop that is obviously busy and if you are with a group, stay together and let one clerk take care of all your needs. Do not monopolize the entire staff.

In magazine stores, do not block access to the magazine shelves by reading your magazine there; buy it first, read it elsewhere.

In no case use a magazine store as a library.

In soda shops, do not camp at the tables, they are needed for the next customer.

NOTE: The K and M is out of bounds.

The surrounding country is farm land. Most of our neighbors make their living by agriculture. Their barns, fences, hay and straw stacks, livestock and property should be respected. Climbing or jumping in piles of hay or straw lays it open to rain and weather, and causes damage. Chasing or molesting livestock is bad for it. If you have to cross a fence, crawl under it or go through the gate. Some of our neighbors make their living by trapping. If you find a trap, leave it exactly as it is.

Remember the reputation of the School goes with you wherever you go, and depends on your behavior wherever you may be.

ELIGIBILITY FOR LEAVE: All students in *good standing* are eligible for leaves.

Students on Bounds are not in good standing and are not permitted beyond the campus bounds (see map, p 80) unless expressly excused by the Headmaster, the Senior Master, the Chairman of the Disciplinary Committee, or in cases of medical emergency by medical authorities or the M.O.D.

Students Who have Disciplinary Marks to Work Off are considered not in good standing during the mark work off period.

Cancellation of Leave Privileges: The leave privileges of any student may be cancelled for good and sufficient reason by the Headmaster, the Senior Master, the Disciplinary Committee or the student's advisor.

JOB SUBSTITUTE: If one has a job, a job substitute must be found.

PERMISSION: Except for casual leaves (as defined below) one must obtain permission to be absent from the campus after 6:30 P.M. on weekdays and Saturdays, to be absent from quarters at or after bedtime, or to miss any School engagement.

SCHOOL ENGAGEMENTS are such events as the following—advisees' meetings, athletics, chapel, choir rehearsals, classes, committee meetings, entertainments and lectures, mark work-off, meals, medical appointments, school and form meetings, study hall and extra study hall, tutorial appointments and the like.

TRANSPORTATION: (*v* "The Car Rule", p 77) For School furnished transportation to and from Middletown, Odessa and Wilmington, and for information about boat, plane or train schedules and reservations, see the Business Office. For bus service in and out of Middletown and Odessa, see the posted consolidated schedules. *Hitch hiking is forbidden at all times.*

TRAVELLING MONEY may be obtained by presenting a countersigned blue check at the School Bank. The Bank is open after supper Thursday night for week-enders and at specific times prior to vacations.

TYPES OF LEAVE

—Monday Through Friday:

Casual Leave of the campus may be taken by any student in good standing who has no School engagement.

All such leaves must be taken on foot or by bicycle (VI Form only) and within the area bounded by Duck Creek (Smyrna) to the south, the Maryland line to the west, the Chesapeake-Delaware Canal to the North, and the Delaware River to the east.

All such leaves terminate at 6:30 P.M.

No permission is required.

Sixth Form Movie Leaves: Weekday movie leaves are granted to all VI Formers in good standing whose academic rating and class schedule permit them.

Permission for such leaves may be obtained from the advisor and the M.O.D., who will leave a list of those absent with the switchboard operator.

The bicycle rule must be scrupulously observed.

Late return is subject to review by the Disciplinary Committee.

—**Saturdays and Holidays**, unless otherwise announced:

Casual Leaves: It is necessary to sign the Saturday leave list on the Bulletin Board. If the time of leave extends through lunch, one will be excused from the dining room if he signs the leave list before 9:30 A.M.

Regular Saturday Leaves: Saturday leaves to visit within a thirty-mile radius of the campus are available to all students in good standing unless such leaves are curtailed by the student's advisor, by the Headmaster, or by the Senior Master.

Saturday leaves begin after classes on Saturday mornings, or at announced times on specified School holidays and terminate for all under formers and V and VI Formers not on the White List at supper time (6:30 P.M.).

Leaves for V and VI Formers on the White List terminate at 10:15 P.M.

White List underformers may obtain the 10:15 P.M. extension by applying to the Senior Master or the M.O.D. Permission will be given only when the applicant is driven back to School by his hosts.

To take a "Saturday Leave" one has only to sign before 9:30 A.M. the "Saturday Leave List" posted on the bulletin board, and in the case of underform white listers desiring extension, obtain permission of the Senior Master, or in his absence, the M.O.D.

Students who skip School engagements to take Saturday leaves, or who miss School engagements from which they have not been excused shall receive 48 marks and be denied the Saturday leave privilege for three School months.

Sixth Form Saturday Night Movie, Supper or Social

Occasion Leaves: Such leaves are granted to all VI Formers in good standing. The yellow slip should bear the initial of the M.O.D. and if bedtime extension is required, the initial of the Headmaster or of the Senior Master. The corridor master must be notified.

—***Sundays:*** Casual leaves may be taken on Sunday. They begin after Sunday dinner (or noon jobs) and terminate with advisees' meetings or at 6:00 P.M. No permission is required.

Invitational leaves (permission needed. See below) are also available to students in good standing.

Middletown is out of bounds on Sundays.

Other Short Leaves

Students are also permitted to dine or visit with adult friends, parents or relatives, to go on School sponsored trips or to see a doctor or dentist.

Most of these excursions necessitate filling out a yellow leave slip, obtainable in the Senior Master's office. When the absence involves car permission (*v* car rule p 77) or the missing of School engagements other than meals, the signature of the Headmaster, the Senior Master, or in their absence, the M.O.D. is required. The yellow slip should be left with the M.O.D.

Invitations: Leaves to accept invitations by parents, relatives or close family friends are granted to all students in good standing. Such leaves may not extend beyond bedtime nor involve missing major School engagements. Yellow slips should be used.

Medical and Dental Leaves are granted to all students upon presentation of evidence of appointment. Fill out a yellow slip and present it to the Senior Master for approval. Transportation should be arranged through the Business Office.

EMERGENCY MEDICAL LEAVES OR LEAVES TO LOCAL PHYSICIANS OR DENTISTS must be arranged

through the Infirmary, which will notify the Registrar's Office. No yellow slip is required for emergency leaves of this sort.

School Sponsored Leaves are available to all students in good standing except those on Academic Restrictions (q. v p 7). Students not in good standing must have permission of the Chairman of the Disciplinary Committee, or in his absence, of the Headmaster or Senior Master.

All such leaves are arranged by coaches or teachers or responsible agencies, such as the Social Activities Committee. The sponsor of the trip will hand in a list of absentees to the Registrar's Office before the trip begins.

The student's only responsibility is to obtain a job substitute (if one is needed) and give his name to the sponsor of the trip, who will give it to the Registrar.

Press Leaves will be granted to members of the Press Club and the *Cardinal* staff to accompany athletic teams. The leave must be sanctioned by the advisor of the Press Club or the advisor of the *Cardinal* and must meet with the approval of the sponsor of the trip.

An applicant for Press leaves must be in good standing, and, if he is to miss classes, stand in IV group or better and be free of Academic or Limited Academic Restrictions.

A yellow slip is necessary and must bear the signature of the sponsor, and the M.O.D.

Week-end Leaves

Availability: Week-end leaves are available on any week-end but the first in term and last before term examinations, or week-ends excepted by the Headmaster. New boys are eligible for week-end leave only after the first marking period. No student may take more than three week-ends per term except under extraordinary circumstances.

Eligibility: Students on bounds will not be given week-end leave except at the discretion of the Headmaster or Senior Master, and then only under the most unusual circumstances.

White list students who have marks to write off, see p 58 "mark layover". Other students who have marks to work off may leave after Saturday work-off period.

Time: Week-end leaves begin on Friday immediately after classes for students who achieve IVth Group or better and who are passing in all subjects. For all other students week-ends begin at the end of classes on Saturday.

All week-ends terminate at the beginning of study hall Sunday night. Upon return one should report at once to the M.O.D.

If for *any* reason return from a week-end is to be delayed, the School should be notified at once. (Middletown 4511).

Skipping school engagements to take a week-end, or missing school engagements because of a late return, is a serious business, subject to review by the Disciplinary Committee.

Types of Week-end Leave

Academic Week end: Any student in good standing who fails no subject and who achieves a III group average at a major marking period (6 weeks, term end), is entitled to an Academic week-end in addition to his regular week-end and (in the case of VI Formers) his VI Form week-end.

An Academic week-end must be taken before the next major marking period. Academic week-ends may not be accumulated.

Regular Week end: Students in good standing are eligible for one week-end leave a term. This is called a Regular Week-end.

VI Form Week end: All VI Formers in good standing are eligible for one additional week end a term.

Special Week-end Leaves: In rare and unusual circumstances a student in good standing who has exhausted his week-end leaves, may apply for a Special week end, but no student may take more than three week ends of any kind in one term.

Week-end Leave Procedures:

A. One must obtain a letter of permission from parents or

guardian. The letter should be addressed directly to the Senior Master.

1. If the student is not going home the letter should state his destination.
2. If the student intends to take a friend home with him, the letter should include permission for the friend's visit.
3. If the student intends to visit friends, he must present a letter of invitation from his host or hostess, unless such an invitation has been issued as in paragraph 2, "Week-end Leave Procedures".

B. A week-end leave blank must be obtained from the Senior Master's office, filled out, and returned to the Senior Master's office *not later than 8:00 P.M. the Thursday preceding the leave*. In cases of emergency only will week-end leave sheets be received after Thursday, 8:00 P.M.

C. The bulletin board should be checked on Friday to see that the week-end has been properly recorded.

ONE SHOULD REMEMBER: St. Andrew's operates on an Honor System. Falsification of data entered on the leave sheet will have serious consequences.

The School station wagon will leave promptly from the main entrance at 3:05 P.M. on Friday and at 10:50 A.M. on Saturday. *It will not wait for anyone.* Bus connections will not permit it.

VACATION LEAVES: It is assumed that at vacation time all students will go home. Any students not going directly home must have: (a) permission from his parents or guardian to go elsewhere; (b) an invitation from his hostess. Letters of permission and invitation must be given to the Senior Master.

Procedure:

1. Arrange transportation through the Business Office.
2. Obtain from the Registrar's Office a sign-out card, complete the card, *and return it to the Registrar's Office before departure*. If you forget, mail the card to the School *at once*. Failure to return a sign-out card is a serious infraction of School rules.

3. Draw travelling money from the Bank. Your cheque must be countersigned by your advisor.

4. If you lose your way, your ticket, or your train before leaving Wilmington, call Middletown 4511 at once—collect, if you have no money.

If you are in trouble or are delayed at some other stage in your journey, call your parents or hostess *at once*—collect, if necessary.

Vacation Leaves begin twenty-four hours after a student's last examination. However, *white list students* may leave *one hour* after their last examination. **Notifying parents** of the expected time of arrival is the responsibility of each student.

THE LIBRARY

In order to make the Library an attractive place for leisure reading, as well as an efficient center for research in connection with class assignments, the help of every member of the School is needed. Since the Library is an "open-type" library, largely regulated by the boys themselves, the most important rules to remember are: (1.) Be considerate. (2.) Share books and magazines with your neighbor. (3.) Keep the reading room and its contents in good condition. (4.) Avoid eating or drinking. (5.) Maintain "library-quiet" at all times.

Operating the Library at top efficiency requires a tremendous amount of work even with the cooperation of everyone in the School. Boys can share directly in the management of their Library by joining the LIBRARY STAFF, which is divided into two groups: (1) the Supervisory Staff, made up of Sixth Formers who supervise the Library during evening study periods, and (2) the Administrative Staff, in which membership is open to all Forms. The Administrative Staff consists of the Reserve Librarian and his Assistant; the Circulation Manager and his Assistant; the Magazine, the Newspaper, and the Phono-Record Librarians. The Student Librarian, chosen by the Faculty and the School Librarian, heads the Library Staff, is a member of the Faculty Library Committee, and in the absence of the School Librarian is acting-head of the Library.

Suggestions about either new books or the operation of the Library are always given every consideration. Submit such suggestions in writing either to the Student Librarian or to the School Librarian.

THE LOST AND FOUND:

The School Store operates a "lost and found" agency. Notice of articles found or lost should be posted on the School Store bulletin board and the found article turned in to the Store. Articles of clothing left about the main building are turned in to the Store and may be redeemed there.

Articles found in the gym should be turned in to the gym store.

Articles lost in the wash may be found at the laundry.

MAINTENANCE OF PROPERTY

BREAKAGE:

Each student should sign up for any item of school property he breaks, whether through willful disregard, carelessness or accident, and this he should do regardless of the condition of the article at the time it is broken.

The school will deduct from all breakage bills a percentage sufficient to cover normal wear, tear, and accident and bill the student body for breakage chargeable to carelessness.

The cost of breakage resulting from willful disregard or from acts of vandalism is chargeable directly to the account of the breaker. Willful disregard of school property and acts of vandalism are subject to disciplinary action as well.

The breakage book kept in the dishwashing pantry should be used for all items connected with the dining room, kitchen, and the serving of food.

A second breakage book is kept by the gate leading to the Business Office. In this should be entered all other items broken.

REPAIR & SUPPLIES:

The school is vitally interested in keeping the plant and its equipment in good running order.

Requests for the repair of plant damage or broken equipment should be entered at once in the "Requests for Repairs" book, which is kept by the gate leading to the Business Office.

Requests for supplies or equipment should be addressed directly to the Business Manager, whether such minor matters as light bulbs or such major items as beds, mattresses or other larger things, whether necessary or simply desirable.

Requests for supplies used in the job system should be addressed directly to either of the Job Masters.

SMOKING RULE:

The use or possession of tobacco is forbidden to all second, third and fourth formers who have not reached the age of 16 and who do not have the permission of their parents or legal guardians to smoke.

Underformers 16 or over who have obtained parental consent, fifth formers who have obtained permission from parents or guardians, and all sixth formers may smoke under the following conditions:

1. The smoking permission of parents or guardian must be submitted in *writing* to the Senior Master.

2. No student may smoke in the presence of a second, third, or fourth former who has not the smoking privilege.

3. No student may smoke at times when services are being held in the School Chapel or when School entertainments are being given in the auditorium.

4. During the football season, a properly qualified student not in training is permitted to smoke only in the east end of the auditorium garage, at times appropriate to his form (see below). Students who use the garage are not permitted to enter or sit upon cars parked in or near the garage.

V AND VI FORMS:

Properly qualified V Formers and VI Formers may smoke in the V and VI Form common rooms and in a master's quarters when given permission.

VI Formers in addition may smoke out of doors on Rally Point, or in other places not visible from the Main Building or the Gymnasium.

IV FORMERS:

Duly qualified underform smokers may smoke in the locker room set aside for the purpose in the Gymnasium at the following times, or in the East garage (*v* "Smoking Rule" 4, above) when the football season is over.

Weekdays: 5:00 - 7:30 P.M., 9:30 P.M. till bedtime.

Saturdays: 5:00 P.M. till bedtime.

Sundays: 4:30 - 7:30 P.M., 9:30 P.M. till bedtime.

PENALTIES

Violations of this rule will result in an automatic penalty of 24 marks. Repeated violations may result in suspension or dismissal.

THE STORES:

The Gym Store exists to rent or sell athletic equipment and to issue clean towels, clean equipment, soap, and locker combinations.

Checks for the purchase or rental of essential equipment need not be countersigned; but *checks for the purchase of equipment not absolutely necessary for participation in required athletic programs must be countersigned by the advisor.*

The School Store exists primarily for the sale of text books, stationery and allied supplies. Checks to cover initial outlays for books and stationery or for text books needed during term, need not be countersigned. Checks for all other types of purchase, including store cards in excess of one per term, must be countersigned.

Candy and ice cream are sold for cash only.

TRANSPORTATION: THE CAR RULE

Permission is not required to ride with one's parents or adult relations, on public carriers, or in automobiles used for school-sponsored trips. *Express permission must be obtained from the Headmaster or the Senior Master, or in their absence, from the M.O.D. in all other cases.*

Ordinarily no student is permitted to operate a motor vehicle on the campus, or to keep a motor vehicle in the vicinity of the School. In cases of emergency, permission may be obtained only from the Headmaster or the Senior Master.

Hitch-hiking is absolutely forbidden.

WATER FRONT ACTIVITIES— THE WATER RULE

All students in good standing are allowed to take part in aquatic activities, but students on bounds are not permitted to trespass the shorelines of Noxontown Pond except in pursuit of an athletic engagement (crew).

ROWBOATS:

Subject to the following procedures and limitations any student in good standing may take out a rowboat between 10:00 A.M. and 6:00 P.M. when he has no school engagement (v. p 67) to meet.

1. The one locker will be unlocked daily during job period by a designated member of the Yacht Club, and locked by Yacht Club member not later than 6 P.M. every day.

2. A signout list will be placed on the main bulletin board. Signouts will be allowed as follows:

a. Boats may not be reserved ahead of time. A period of 15 minutes is allowed between signout time and the actual use of the boat.

b. If two or more parties wish to sign up for the same boat at the same time, the issue is to be decided by the toss of a coin. *Seniority is not priority* where boats are concerned.

c. If several parties are waiting for boats to come in, the party which has had a member waiting on the "T" dock for the longest time will be allowed the first boat in.

3. Oars must be returned to the oar locker as soon as the user or users are finished rowing with them.

4. Boats must be secured *bow and stern* with the painters provided for the purpose.

5. If breakage occurs, make note of it on the signout sheet. If you are responsible, sign up in the work book in the main office.

6. When the red swimming flag is up, boat #5 is not to leave the "T" dock.

7. Boats are not to be loaded beyond a safe capacity.

8. Infractions of these procedures and limitations will result in disciplinary action and may range in severity from ringers to suspension of the boating privilege.

SAILING:

Sailing is conducted under the auspices of the Yacht Club, and no student not a member of the Yacht Club is permitted in a sailboat unless accompanied by a master.

Yacht Club members may sail under the following circumstances:

a. When the coaching launch is in sight of the sailboat.

b. When two sailboats are out and are in sight of each other.

Yacht Club apprentices who have passed their swimming test may act as crew for Yacht Club members.

SKATING:

No student is permitted to go on the ice except when skating is officially permitted, and then only in the designated place when a master is in charge.

SWIMMING:

With certain exceptions listed below, *no student may swim in any body of water unless accompanied by a master*, and then only under the following conditions:

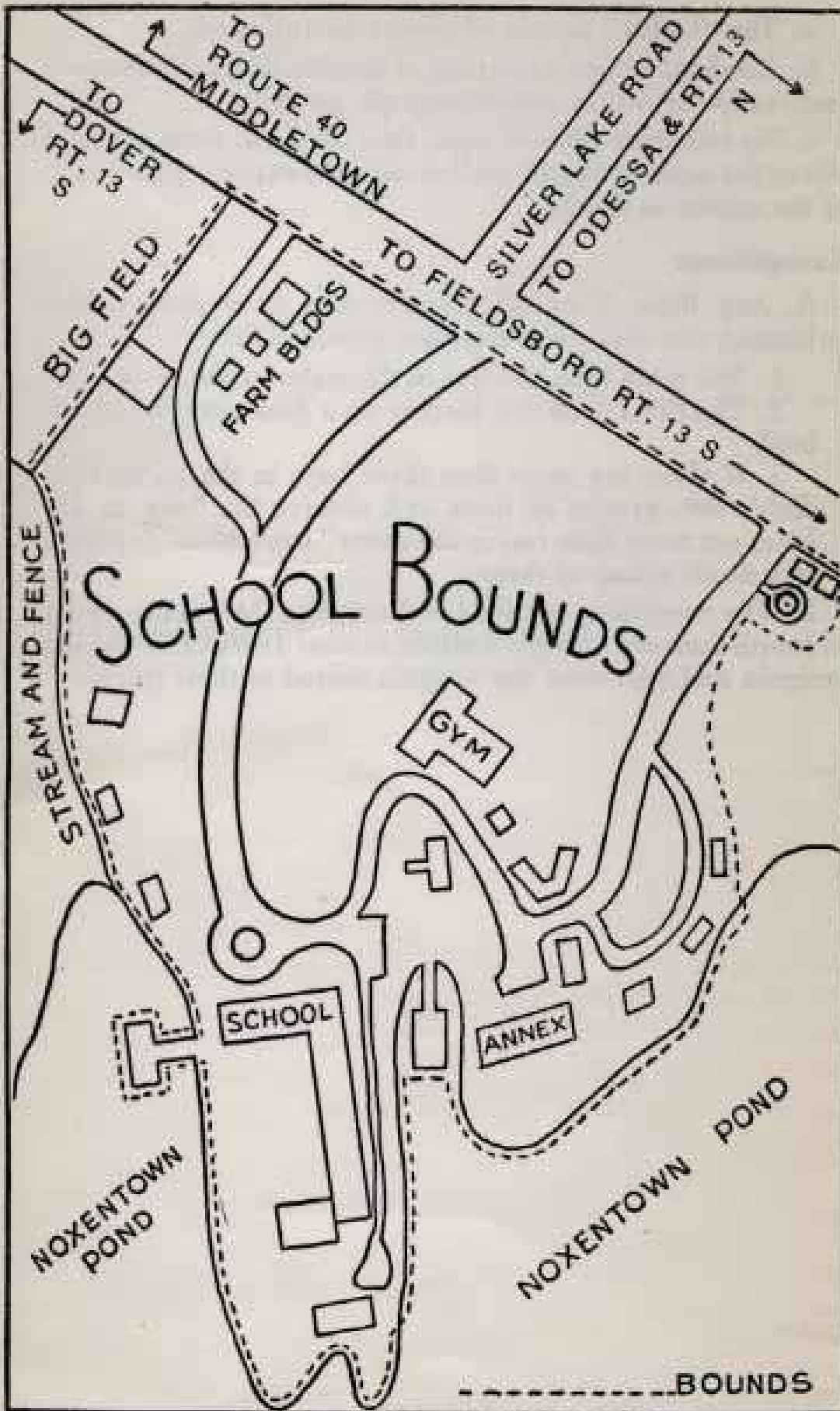
- a. The "buddy" system of checks be followed.
- b. Rowboat #5 or a rowboat of similar size, fully manned and ready for action, accompany the party.
- c. No swimmer venture more than 35 yards from the spot where the activity began, unless with the express permission of the master in charge.

Exceptions:

A. Any three V or VI formers who have passed their swimming test may swim together provided that:

1. Not more than two are in the water at the same time.
2. The third is on dry land or on a dock attached to dry land.
3. If there are more than three boys in the party, they divide into groups of three and observe the "one on dry land, not more than two in the water" convention applying to a single group of three.

B. The conditions outlined in Exception "A" above apply to fourth formers who are entitled to wear Junior Life Saving Insignia and who wear the insignia affixed to their trunks.



THE LAKE IS OUT OF BOUNDS

INDEX

- Absence**, 65-73
 Department, 65
 Leaves of Absence, 67-73
Academic Organization, 3-9
Academic Restrictions AR, LAR,
 7-8
Academic Standing, 6-7
Activities, 9-12
Acolytes, 27
Advisors, 14
Agenda Committee, 37-38
Air Raid Precautions, 61
Alcohol, 46
Allowance—see "Bank," 19
The Andrean, 10
Athletics, Choice, 16-17
Athletic Events—conduct, 18
 Participants, 18
 Spectators, 18
Athletic Insignia, 17
Art, 9
- The Bank**, 18-20
Bank Balance, 19
Baptism, 25-26
Bicycles, 20
Bills, Payment and Adjustment of,
 12
Bounds, 58, 80
Boy Of the Day, 16
Breakage, 74
Business Manager, 12
- The Car Rule**, 77
The Cardinal, 10
Casual Leave, 67-69
The Chapel, 20-29
 Absence from, 23-24
 Customs of, 21-22
 Purpose of, 20-21
 Services, 22-23
Charter of School Government,
 30-46
The Choir, 28
- Classes, 3
College Applications, 13
College Information, 13
Committee Minutes, typing of, 14
Conduct, 46-48
Conduct Marks, 57
 "Layover," 58
 Removal of: "conduct marks
 given in error," 57
 "Work-off," 58
Confirmation, 26-27
Contributions—Chapel, 28-29
Corridor Regulations, 48-49
Corporal Punishment, 58
Course Planning, 13
The Criss Cross, 11
Cum Laude Society, 6-7
- Dances**, 53-54
 Form, 53
 Decorum, 53
 Social Activities, 54
 Times, 54
Decorum Committee, 38-39
Dining Room Regulations, 54-56
 Attendance, 54
 Lateness, 55
 Grooming, 55
 Grace, 55
 Seating, 55
 Food Consumption, 55
 Waiters, 55
 Sixth Form Responsibilities, 56
Disciplinary Records, 13
Discipline, 57-59
 (See also "Conduct", 46-48; The
 Discipline Committee, 41-43;
 and The Honor Committee, 43-
 46)
Dismissal, 59
Dormitory Regulations, 49-52
Dramatics, 9
Dress Regulations, 59-60
Dry Cleaning, 64

Examinations, 5-6

- Exemption, 5
- Procedures, 6
- Study Hours, 6

The Faculty, 14-16

- Fire Arms and Explosives, 61
- Fire Precautions, 60-61
- Forms, 31-34
 - Duties of, 32-34
 - Officers, duties of, 34
 - Officers, election of, 31-32
 - Privileges of, 33-34
 - Organization of, 31

Good Standing, 66

- Graduation Requirements, 8
- Groups, 7
- Gum Chewing, 48

Hazing, 47

- The Headmaster, 13
- Hitch Hiking, 47
- The Honor Committee, 43-46
- The Honor Code, 44-45
- Honors Diplomas, 8-9
- Hooking, 47
- The House Rule, 51-52

Illness, 62

- Infirmary, 62-63
- Invitations, acceptance of, 69, 72
 - items 2, 3

Job Masters, 15

- The Job System, 63-64

Leaves of Absence, 65-73

- Athletic Leaves (see School sponsored leaves, 70)
- Casual Leaves, weekdays, 67;
 - Saturdays and holidays, 68;
- Sundays, 69
- Invitational Leaves, 69
- Medical and Dental Leaves, 69
- Press Leave, 70
- Sixth Form Leaves, 68, 69
- Week-end Leaves, 70-72

Laundry, 64-65

- Lector, 28
- The Library, 73-74
- Lost and Found, 74

Manual Training (see Shop), 11

- Model Making, 9
- Music, 9
 - Instrumental, 9
 - Vocal, 10

Pets, 48

- Photography (Club), 10
- Playing Areas, Care of, 17-18
- Praefects, 34
- Projectionists, 10
- Publications, 10
 - The Andean*, 10
 - The Cardinal*, 10
 - The Criss Cross*, 11

Recreation Committee, 39

- The Registrar, 13
- Repair and Supplies, 75
- Reporting (activities), 10
- Rifle Range Rules, 62
- Rifery, 11
- Rowboats, 77-78
- Running in the Halls, 48

Sacristan, 28

- Sailing, 78
- Saturday Leaves, 68
- Schedules, 13
- Scheduling Events, 14
- School Engagements, 67
- School Government, 30-46
- The School Meeting, 34-37
 - Authority of, 35
 - Conduct of, 35-37
 - Duties of, 35
 - Executive Agencies of, 37-41
 - Legislative Process, 35
 - Judicial Agencies of, 41-46
- Science Clubs, 11
- Senior Master—office of, 13-14

- Shop and Manual Training, 11
Skating, 78
The Smoking Rule, 47, 75-76
Social Activities Committee, 39-40
Stamp Club, 11-12
Stamps, Purchase of, 12
The Stores, 76
Study Halls, 3-5
 Conduct in, 4-5
 Day, 3
 Night, 3-4
 Seating, 13
 Special, 5
Study Hours: regular, 3; exam
 week, 6
Study Hall Keepers, 16
Suspension, 59
Swimming, unauthorized, 47, 78-
 79
Tobacco, 47, 75-76
Transcripts, 13
Transportation, Arrangement of,
 12
 For Short Absences, 67
 For Week-ends, 72
 For Vacations, 72
Travelling Money, 67
Trespass: Areas out of Bounds,
 47, 66, 69, 80
Vacations, 72-73
 Beginning, 73
 Transportation, 72
 Sign-out Cards, 72
 Travelling Money, 73
Vandalism, 47
The Vestry, 40-41
Waiters, 55
Waterfront Activities, 77-79
Week End Leaves, 70-72
White List, 57-58
 See "Good Conduct," 46, 57-58
Yachting, 12