



# THE E BOOK

## 2024-2025

PHILLIPS  
EXETER  
ACADEMY

## THE E BOOK

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This book is a guide that sets the standard for what is expected of you as an Exonian. You will find in these pages information about Academy life, rules and policies. Please take the time to read this handbook carefully. You will find yourself referring to it when you have questions about issues ranging from the Orah Pass process to the community conduct system to laundry services. The rules and policies of Phillips Exeter Academy are set by the Trustees, faculty and administration, and may be revised during the school year. If changes occur during the school year, the Academy will notify students and their families. All students are expected to follow the most recent rules and policies. Procedures outlined in this book apply under normal circumstances. On occasion, however, a situation may require an immediate, nonstandard response. In such circumstances, the Academy reserves the right to take actions deemed to be in the best interest of the Academy, its employees and its students. This document as written does not limit the authority of the Academy to alter its rules and procedures to accommodate any unusual or changed circumstances. If you have any questions about the contents of this book or anything else about life at Phillips Exeter Academy, please feel free to ask. Your teachers, your dorm proctors, Student Listeners, and members of the Dean of Students Office all are here to help you.

Phillips Exeter Academy  
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## HISTORY OF THE ACADEMY

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Phillips Exeter Academy was founded in 1781 by Dr. John Phillips and his wife, Elizabeth, who resided in Exeter. In his deed of gift, Dr. Phillips set out a series of standing regulations, which he termed the Constitution of the Academy, directing that they be read at each annual meeting of the Trustees. The following excerpts serve to illustrate the founder's high purpose:

“An observation of the growing neglect of youth must excite a painful anxiety for the event, and may well determine those whom their Heavenly Benefactor hath blessed with an ability therefor, to promote and encourage public free schools or academies, for the purpose of instructing Youth not only in the English and Latin grammar, writing, arithmetic, and those sciences wherein they were commonly taught, but more especially to learn them the great end and real business of living.

“It shall ever be considered as a principal duty of the instructors to regulate the tempers, to enlarge the minds, and form the morals of the youth committed to their care.

“But above all, it is expected that the attention of instructors to the disposition of the minds and morals of the youth under their charge will exceed every other care, well considering that though goodness without knowledge is weak and feeble, yet knowledge without goodness is dangerous, and that both united form the noblest character, and lay the surest foundation of usefulness to mankind.”

A gift from industrialist and philanthropist Edward S. Harkness in 1930 established a method of teaching unique to Exeter and central to its teaching philosophy. The Harkness plan calls for an oval table in each classroom, with class size averaging 12 students and ample opportunity for Socratic dialogue. The Harkness table places students at the center of the learning process and encourages them to learn from one another.

Now in its third century, Phillips Exeter Academy affirms the shared vision of John and Elizabeth Phillips. Today, as in the past, the principal goal of the Academy is to link goodness and knowledge, to develop the consciences and train the minds of students so that they may usefully serve society.

The education of youth, originally accomplished through a curriculum rich in the traditional areas of classical languages, rhetoric, logic and mathematics, has undergone constant development. During its most recent curriculum review, the faculty affirmed its commitment to more broadly distributed requirements in science, history and the humanities, forming the main thrust of a curriculum that stresses knowledge in a liberal arts framework.

## PHILLIPS EXETER ACADEMY'S MISSION AND VALUES

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**Unite goodness and knowledge and inspire youth  
from every quarter to lead purposeful lives.**

### VALUES

#### KNOWLEDGE AND GOODNESS

*“Above all, it is expected that the attention of instructors to the disposition of the minds and morals of the youth under their charge will exceed every other care; well considering that though goodness without knowledge is weak and feeble, yet knowledge without goodness is dangerous, and that both united form the noblest character, and lay the surest foundation of usefulness to (hu)mankind.”* Exeter today continues the commitment to unite knowledge and goodness. The challenges that students meet at Exeter and the support they receive have a common purpose: to stimulate their development as individuals and prepare them to lead purposeful lives.

#### ACADEMIC EXCELLENCE

Academic excellence is a signature strength of Phillips Exeter Academy. In every discipline and at every level within our curriculum we inspire students to develop critical thinking skills and seek complex truths. Intellectual exploration through rigorous inquiry and thoughtful discourse at the Harkness table nurtures inquisitiveness, creativity, insight, empathy, independent thought and mastery in our students.

#### YOUTH FROM EVERY QUARTER

*“The Academy shall ever be equally open to youth of requisite qualification from every quarter.”* We seek to build an intentionally diverse community of students and adults. We are committed to teaching the skills, modeling the behaviors, providing the resources and cultivating the inclusion and equity that are required to unlock the richness of that diversity. Our Harkness pedagogy is grounded in the belief that we are all better equipped to learn and to lead when our thoughts are tested by others, particularly by those whose ideas, perspectives, experiences or identities are different from our own.

#### YOUTH IS THE IMPORTANT PERIOD

The *“time of youth is the important period”* to instill a lasting capacity to nurture one’s self, develop a sense of one’s own potential and consider one’s place in the larger whole. Our residential community encourages students to explore emerging interests — academic, artistic, athletic and extracurricular — with similarly motivated peers and, in the process, develop their values and passions and the agency needed to carry these forward.

#### NON SIBI

*Non Sibi*, or “Not For Oneself,” inscribed on Exeter’s seal, attests to the philosophy that wisdom gained here should be used for others as well as for oneself. Exonians are motivated by this philosophy to face the challenges of their day. Teaching and living the principles of a just and sustainable society — environmentally, economically and socially — are fundamental to this philosophy today. Exeter seeks to graduate young people whose ambitions and actions are inspired by their interest in others and the world around them.

*In the values above, text in italics is taken from the Academy’s Deed of Gift (1781).*



## NON-DISCRIMINATION STATEMENT

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The Academy admits qualified students of any race, color, national origin, sex, religion, gender identity or expression, sexual orientation, mental or physical disability, marital status, familial status, or any other status protected by applicable law, and extends to them all the rights, privileges, programs and activities generally accorded or made available to students at the Academy. The Academy does not discriminate on the basis of race, color, national origin, sex, religion, gender identity or expression, sexual orientation, mental or physical disability, marital status, familial status, or any other status protected by applicable law in the administration of its admissions or financial aid, and its educational, athletic and other programs.

# THE E BOOK

## 2024-2025

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# STUDENT RESOURCES AND SUPPORT

## ADVISING

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At Phillips Exeter Academy, we envision an adviser as the individual on campus with primary responsibility for working closely with advisees to help them achieve a healthy balance and success in academic, physical and social development. An adviser provides adult perspective, direction and feedback for each student on issues, problems or general questions that emerge by being available and willing to listen, and guiding the student toward both independence and to a responsible sense of connection with peers and adults. An adviser helps students at the Academy make the transition from adolescence to young adulthood.

The French root of the word *viser* means “to look forward with an aim.” In so doing, the Exeter

adviser plays many different roles including listener, communicator, academic coach, disciplinarian, crisis manager and mentor. The adviser encourages the student to assume responsibility for receiving a full education but provides support and assistance when needed. An adviser works in partnership with parents/guardians as well as other adults on campus who play an important role in an advisee’s life.

Every new student is assigned a faculty member who serves as an adviser. Students are encouraged to consult their advisers both on school affairs and on personal issues. Through communication with the advisees’ parents/guardians, the adviser supplies an essential link between family and school.

# DEAN OF STUDENTS OFFICE

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The Office of the Dean of Students is an important crossroads in a student's education at Exeter. The deans champion a positive environment that nurtures students in support of Exeter's mission. The office has the responsibility for the well-being of the student body. It is the place where students may ask questions about any aspect of school life, seek advice, and receive individual attention and support.

The duties shared by the deans are student housing, advising, attendance, academic planning, Orah Pass, academic support, student activities and entertainment, community conduct, orientations, student records, multicultural affairs, and I-20 forms for international students.

The deans include the dean of students, dean of residential life, dean of academic affairs, dean of student health and wellness, and the dean of multicultural affairs. Associate deans of residential life and multicultural affairs assist the deans in supporting students.

Dean of Students, Ashley Taylor, oversees all aspects of student life on campus. The dean, along with the dean of residential life, administers student housing and advising assignments and works closely with the faculty advisers to students and the dormitory heads. She supervises student activities, residential and day advising, as well as the Dean of Students Office. The dean is in frequent contact with students, faculty/staff and parents/guardians to help make the most of the students' Exeter experience.

Dean of Residential Life, Carol Cahalane, is responsible for working with the dean of students to implement faculty and student goals in residential and day student life, and in the advising process. The dean of residential life helps dorm faculty and proctor teams to develop thriving communities. She is a frequent visitor to dormitories to talk with students and faculty, and is also available to help day students with any issues or concerns. Additionally, this dean oversees the community conduct process and works to help students understand the rules of the community and the procedures to follow when rules are broken.

Dean of Academic Affairs, Laura Marshall, is responsible for students' academic programs and schedules. This dean works with students, their advisers and parents/guardians to help students achieve their academic goals; coordinates academic support; monitors progress; and provides guidance when academic issues arise.

Dean of Student Health and Wellness, Johnny Griffith, is the liaison between the Dean's Office and the Health and Wellness Center. He works closely with the medical professionals of the health center, including the school physician and psychological counselors. He implements medical leave policies and facilitates communication concerning personal or health issues with students' teachers. The dean of student health and wellness also oversees the attendance of the student body and serves as the chair of the Attendance Committee.

Dean of Multicultural Affairs, Sherry Hernández, works to support our diverse student body and engage with all students on issues around diversity, equity and social justice. She works in support of the Academy's mission to unite students "from every quarter" in goodness and knowledge. She oversees the Office of Multicultural Affairs (see next section).

Ninth Grade Program Coordinator, Katie Brule, plans developmentally appropriate programming and special events for our ninth-grade students. She works with academic departments, the assembly coordinator and the Dean of Students Office to support students in their prep year at the Academy.

Associate Dean of Residential Life, Kate Hernandez, supports the dean of residential life in all areas, particularly in the area of academy life programming, student leadership programming and regular level community conduct cases. She also oversees the parent newsletter.

Day Student Coordinator, Liz Reyes, provides leadership on campus about the day student experience. Specifically, the coordinator works to meet day student needs and plans and implements programming that supports day student inclusion, identity and connection at the Academy.

Learning Specialist and Coordinator of Academic Support, Jonathan Nydick, navigates questions around academic support at Exeter. Specifically, he helps students manage their time efficiently and define how they approach improving their overall academic performance.



# OFFICE OF MULTICULTURAL AFFAIRS

The Office of Multicultural Affairs (OMA) seeks to create inclusive learning environments inside and outside of the classroom by fostering greater understanding of self and others at the intersection of race, ethnicity, socioeconomic status, gender, nationality, sexual orientation, ability, religion, and other aspects of identity. OMA programs support students and provide opportunities for education and engagement with the student body as well as the entire school community. Cultural awareness and inclusivity are nurtured through exploring differences and similarities, celebrating diversity, and creating community and belonging by encouraging dialogue.

Dean of Multicultural Affairs, Sherry Hernández, oversees the OMA and its staff, including Associate Dean Hadley Camilus, International Student Coordinator Jennifer Smith, Asian Student Coordinator Kerrie Tinsley, LGBTQ+ Coordinator Joanne Lembo and Administrative Intern Alia Haskins. The dean is a member of the dean of students' administrative team and works closely with the Office of Equity and Inclusion and Religious and Spiritual Life teams, along with all student leaders including OMA Proctors, OMA Co-Heads, Dorm Proctors, Student Listeners, the Student Council and other Academy departments to support and educate the community regarding equity, diversity and inclusion.

The OMA team, along with other faculty and staff, advise 27 cultural and affinity groups, including La Alianza Latina (LAL), the Afro-Latinx Exonian Society (ALES), Indigenous Reconciliation Club (IRC), Asian Voices (AV), Gender and Sexuality Alliance (GSA), International Student Alliance (ISA), Association of Low Income Exonians (ALIE), Young Brothers Society (YBS), Salaam, and Exonians with Disabilities Association (EDA). The OMA works closely with Student Activities to help plan and execute various activities, including Día de Los Muertos, International Tea, the Lunar New Year, Coming Out Day, Indigenous Peoples' Day and Black History Month event.

## GENDER INCLUSIVITY AND SUPPORT

Phillips Exeter Academy recognizes and respects the full range of gender diversity and expression among individuals within the community. We strive to create a community that is inclusive of all genders and offer the following support to students who are transgender, gender expansive, non-binary, or who are exploring their gender identity.

- Students may select a preferred name to be used in classrooms, dormitories, written communications, directories, and other contexts where legal names are not required. Students may also indicate what pronouns community members should use when referring to them.
- Phillips Exeter is fully committed to supporting athletes of all genders in our athletics program. Transgender and gender-expansive athletes have the choice of sports teams, pending try-outs and scheduling availability.
- Our housing assignment process invites boarding students to request housing in a traditional girls or boys dorm, or an all-gender dorm. All students, including transgender and gender-expansive students may request the dormitory environment that most closely aligns with their gender identity or preference for a living space. (For more information on housing assignments, see Boarding Students, page 58).
- Members of the community may choose to use the restrooms and locker rooms that they feel accord with their gender identity or that is the most comfortable/appropriate option. Additionally, the Academy has many restrooms on campus that are designated as gender-inclusive.

To learn more about the full range of support available, please see the gender support plan. You may also reach out to LGBTQIA+ Student Coordinator, Joanne Lembo.

## RESPONDING TO IDENTITY-BASED HARM

**Have You Experienced Or Witnessed Identity\*-Based Bias or Discrimination?**

\* Identity: The seen and unseen self, including one's human and civil rights. Acts can take the form of shaming, sturs, microaggressions and/or physical harm.

RESPOND DIRECTLY	SEEK PEER ADVICE	SEEK ADULT ADVICE	SHARE INFORMATION	FILE A REPORT
<b>CHECK ON INTENT</b> I heard/saw you say/do ___ and I was wondering if you meant it in this way ___	<b>IN-PERSON OR VIRTUALLY</b> reach out to friends whenever you need support.	<b>TRUSTED ADULTS</b> Reach out to advisors or staff in the Dean of Students Office, Office of Multicultural Affairs, Counseling and Psychological Services, or Religious and Spiritual Life.	<b>CAMPUS SAFETY</b> will respond if the incident involved threats of physical harm or unsafe situations.	<b>USE ETHICS-POINT</b> this site allows you to provide an anonymous or not anonymous report.
<b>CLARIFY THE IMPACT</b> that made me feel ___ because ___	<b>STUDENT LEADER</b> Proctors and Student Listeners are trained to listen, respond and can be a good resource to share your experience.		<b>ALL REPORTS OF BIAS OR DISCRIMINATION</b> will receive prompt administrative attention. You will receive support and any other services available.	

OFFICE OF MULTICULTURAL AFFAIRS  
oma@exeter.edu

OFFICE OF EQUITY AND INCLUSION  
equityandinclusion@exeter.edu

# DINING SERVICES

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Dining Services operates the residential, retail and catering operations at Phillips Exeter Academy. The residential program offers three meals a day and snacks seven days a week in New Dining Hall and Elm Street dining hall. Our menus are reviewed on a consistent basis by the Academy's dietitian and executive chef, focusing on providing nutritional balance, offering a variety of choices, and on our commitment to the principles outlined by Menus of Change, developed by the Harvard School of Public Health and the Culinary Institute of America.

Dining Services seeks to promote communication on many levels and from all members of the community. An online feedback form for the dining halls and Grill is available at <https://peaapps.exeter.edu/apps/DiningServicesFeedbackForm.aspx>. The Dining Services management team maintains an open-door policy to discuss ideas, concerns and suggestions. Suggestions can also be emailed to [dining@exeter.edu](mailto:dining@exeter.edu). Dining Services meets once every term with the Student Services Committee, composed of student representatives, to listen to their feedback and suggestions.

## THE EXETER WEBSITE AND MYEXETER RESOURCES BOARD

Daily menus are posted on myExeter Resources Board, as well as announcements of upcoming events and schedule changes. To learn more about Dining Services, please visit [www.exeter.edu](http://www.exeter.edu) and click Dining.

## GUESTS

Guests are always welcome in the dining halls. We do ask that community members notify the manager or

lead food service worker of the guest(s). Meal prices are: breakfast \$9, lunch \$10, and dinner and Sunday brunch \$11. Visiting teams on campus for sporting events are charged \$15 per person. Ticket books are available for purchase at the Dining Services Office.

## GRILL

Located in Elizabeth Phillips Academy Center, the Grill offers a full menu for in-house dining or for pickup; just call in advance. The Grill accepts cash, Lion Cards and credit cards. For those on the run, the Grill provides a variety of healthy grab-and-go options.

## CATERING

Catering is available for events large and small. The catering menu and order form is located on myExeter Resources Board. Our catering manager can be reached at 603-777-3468 or via email, [cjerge@exeter.edu](mailto:cjerge@exeter.edu).

## DINING HALL/GRILL NON SIBI

- China, utensils and trays may not leave the dining halls.
- You are responsible for cleaning up after yourself and your table upon completion of your meal.
- Backpacks must be stored in cubbies or on hooks. Please use these and do not block egress by dropping backpacks at the entrance of dining halls. This is a safety precaution.
- It is important to remember to "Take what you want but eat what you take," in our efforts to reduce post-consumer food waste.

# HEALTH AND WELLNESS SERVICES

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## OUR MISSION

The Lamont Health and Wellness Center at Phillips Exeter Academy aims to promote students' health and well-being to ensure students are well-functioning individuals who are contributing members of the PEA community and are developing as global citizens. In support of the Academy's mission, the Lamont Health and Wellness Center provides:

- Integrated medical, psychological, nutritional, and orthopedic care.

- Preventive health services and education.
- Facilitated referrals to specialty services.
- Guidance and support for faculty in their work with students.
- Communication with student families on student health issues.

Our student-centered care is grounded in respect and compassion for all students as they become stewards of their own health.

## PROFESSIONAL STAFF

We are proud of the breadth of education, training and experience of our professional staff. They include:

*A Board-Certified Physician* who also serves as medical director. When not on duty, our physician is supported by an on-call provider.

*Certified Physician Assistants and Nurse Practitioners* who work closely with the medical director to meet the health care needs of our students.

*Registered Nurses* who staff the Health and Wellness Center 24 hours a day, seven days a week, while school is in session.

*A Registered Dietitian* who provides nutrition counseling for students, as well as nutrition education for the Academy community at large.

*Licensed Counselors (MSWs and Ph.D.s)* who are committed to supporting the emotional health and well-being of our students. A counselor is on call 24 hours a day while school is in session.

*Certified/Licensed Athletic Trainers* who specialize in the prevention, recognition, treatment and rehabilitation of injuries incurred by students.

## HOW TO CONTACT US

### Medical/Administrative Team:

Telephone: 603-777-3420

Fax: 603-777-4391

Email: [healthservices@exeter.edu](mailto:healthservices@exeter.edu)

### Athletic Trainers:

Telephone: 603-777-3491

Fax: 603-777-4203

## LOCATION AND OPERATIONS

The Health and Wellness Center is located on campus off of Tan Lane at 8 Lamont Place. We provide ambulatory health care services, as well as 23 licensed beds for daytime and overnight care for students when school is in session. We are available to students daily, without appointments. In addition to our daily visit schedule, we also have registered nurses on duty 24/7 when school is in session, as well as a provider and counselor on call, 24 hours a day, seven days a week, for emergencies.

## ACCESSIBILITY

Our highest priority is to ensure 24/7 accessibility for students. In order to utilize our services, students simply present themselves and check in at the Health and Wellness Center reception area. Whenever possible, we recommend that students come at the beginning of a free period to reduce any interference with their class schedule. The students are evaluated by a registered nurse, and we encourage students to inquire at our reception desk if their wait time is long. A student who is not well enough to attend class or other Academy appointments is encouraged to rest at our facilities until feeling better, and the absence from class that is incurred is excused. If appropriate, the nurse will schedule an appointment for the student with one of our providers. Students can also schedule their own appointments, and we can also assist them with referrals for other community health care providers.

## CONFIDENTIALITY

The Academy believes that the relationship among students, parents/guardians and its health care providers is strengthened by a mutual understanding of the basic rights and responsibilities of each of the parties. As such, all medical and psychological information shared between students and the Academy's health care providers is private and is treated confidentially within the limits of the law.

The Academy strongly encourages students to develop relationships of trust with its health care providers and to be candid about their health histories and risk behaviors. We also encourage students to communicate with parents/guardians on such matters. In this effort to promote candor and trust, the Academy asks that parents/guardians respect the privacy of students who may not wish to share certain information. While it is the obligation of every employee and agent of the Academy to safeguard and keep patient medical information confidential, the Academy must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of students and the community. Thus, parents/guardians and students consent to allow the medical director, counselors or their designee to disclose to those authorized employees and agents of the Academy, who have a need to know, the minimum amount of medical and/or psychological information necessary to serve the best interests of the student and/or the community.

Students and parents/guardians who have questions with regard to confidentiality and its limits should direct those questions to the medical director or designee at the Health and Wellness Center. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance, if appropriate and permitted by law.

## **FAMILY PARTNERSHIPS**

To better support your student's health and wellness while on campus, we ask that you provide the most up to date information regarding changes to your student's health throughout the year. These changes may include medications, new providers, insurance, or if your student has seen another health care provider during the breaks. Please contact the Health Center to update this information via [healthservices@exeter.edu](mailto:healthservices@exeter.edu).

## **STUDENT PRESCRIPTION MEDICATIONS**

In general, students are allowed to keep their medications in their dorm rooms and self-administer all appropriately prescribed medications with the exception of psychotropic, narcotic, or muscle relaxant medications (such as antidepressants, anxiety medications, sedatives and stimulants to treat ADD). To ensure students' safety and coordinate their health care, all psychotropic medications must be kept at the Health and Wellness Center and are dispensed in daily doses to individual students at the Health Center.

Medications that have expired or are no longer prescribed by a physician for use **MUST** be turned in to the Health and Wellness Center for disposal. No medication should be disposed of in common trash receptacles. Please note that students are assumed to be responsible for taking their medications as prescribed. Any parent/guardian with concerns about their child's ability to comply with medication usage should contact the Health and Wellness Center directly. Parents/guardians of a student who needs a refrigerator for medication (such as insulin or growth hormone) should contact the Dean of Students Office for permission.

## **SEXUAL HEALTH**

We work closely with students in matters of sexual health and sexual activity. The Health and Wellness Center offers counseling, gynecological services, care for sexually transmitted diseases and birth control (see Confidentiality, this page).

## **ALLERGY SHOTS**

If a student is on a maintenance plan for their allergy injections, the Health and Wellness Center is able to administer the allergy injections for the student. Students must bring any serum to the Health and Wellness Center upon arrival on campus to ensure that it is properly stored. Care plans from the student's home provider with an allergy injection schedule should be submitted to the HC for review prior to arrival to campus. Students should plan to schedule an appointment with the Health and Wellness Center to receive their injections.

## **ATHLETIC TRAINERS/SPORTS INJURIES**

The Athletic Training Center is located on the ground level of Love Gymnasium, adjacent to the basketball courts and the ice hockey rinks. It functions as an extension of the Lamont Health and Wellness Center and is staffed by certified/licensed athletic trainers. Working under the direction of the school physician, the staff provides services for the prevention, recognition, treatment and rehabilitation of orthopedic and sports-related injuries. When injuries occur, the athletic trainers act as case managers, consulting with the academy's physician and physician assistants. To support work done in the athletic training center, students may also be referred to our contracted fellowship-trained sports medicine orthopedist and physical therapists. The athletic training staff supervises off-campus appointments to orthopedic specialists twice a week and our physical therapists work with students requiring long-term rehabilitation three times a week on campus.

## **NUTRITION**

Our registered dietitian provides nutrition education and counseling for students individually and in groups. Students can schedule appointments to discuss such matters as fatigue, food allergies, sports nutrition, healthy weight change, vegetarian eating, supplement use, emotional eating, lactose intolerance, opportunities to be healthier, specific medical conditions and other food/nutrition-related issues. Our registered dietitian also serves as a consultant to dining services and athletics.

## **IMMUNIZATIONS**

The Health and Wellness Center can provide if necessary any immunizations that are required by the State of New Hampshire. The Academy has the influenza vaccine available for those students who wish to be vaccinated.

## **COUNSELING AND PSYCHOLOGICAL SERVICES**

Our licensed professional counselors work with students around a variety of mental health issues, including but not limited to homesickness, eating disorders, depression, anxiety, relationship problems and family issues. Confidential appointments can be scheduled by contacting the Health and Wellness Center coordinator or any member of our professional staff by email or telephone (see Confidentiality, page 5). Two board-certified, adolescent psychiatric providers are available weekly for student appointments. External referrals are also made when appropriate for psychiatric evaluation or to other off-campus clinicians.

## **ACADEMY STUDENT ASSISTANCE PROGRAM (ASAP)**

Through this non-disciplinary, collaborative program, the Dean's Office mandates therapeutic services for students who are having emotional, academic or substance-use difficulties, but who may not have sought help on their own. Faculty/staff, parents/guardians or students may seek confidential consultation or make inquiries about available services by contacting the ASAP coordinator, Marco Thompson, LICSW, MLADC, at 603-777-3527, or by contacting any member of the Counseling Department at the Health and Wellness Center. ASAP services, provided by the Dean's Office, Counseling Department and Health Education Department, include psychotherapy, health education, support groups, diagnostic assessments, random drug testing and consultation. Referrals are made to off-campus clinicians and programs when appropriate. ASAP counseling, like self-referred counseling, is kept confidential, within the limits of the law and school policy, and is never part of a student's academic record.

For a more complete overview of non-disciplinary responses and the Academy Student Assistance Program, refer to pages 42–43.

## **STUDENT LISTENERS**

Student Listeners is a leadership program on campus in which uppers and/or seniors serve as peer listeners for fellow dormmates or day students. Students apply in the spring of the previous academic year. Feedback is solicited from community leaders. Once accepted,

listeners attend weekly training sessions on issues pertinent to adolescence and/or life on campus, such as homesickness, listening skills, depression, anxiety, DEIJ and substance use. Second-year listeners take on a facilitator role after one year in the program. They assist in the planning of the weekly trainings. The program is coordinated by Brandon Thomas and Jo Mautz, LICSW.

## **REFERRALS**

Providers are able to assist with making referrals to specialists and outside providers when needed. Please let us know if you would like us to work with you to make a referral. In cases where we are not able to make direct referrals, we are able to provide contact information for local specialty offices (i.e., dental or orthodontist).

## **INTERNATIONAL STUDENT ACCIDENT AND SICKNESS HEALTH INSURANCE**

The Student Accident and Sickness Insurance Plan is designed to meet the needs of our international students that the Health and Wellness Center does not provide.

The plan provides primary coverage for a broad range of medical services involving specialists, hospitals, laboratories, pharmacies and X-rays. There are no deductibles. All international students are required to enroll in the plan.

When parents/guardians receive their enrollment contract in the spring, they will be required to accept the Student Accident and Sickness Insurance Plan.

# **STUDENT ACTIVITIES**

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The Student Activities Department creates programming and provides services for a diverse population to enhance the academic, residential and social life of the Exeter student community. The primary goals are to:

- Collaborate/coordinate with academic, cultural and community programs.
- Provide various options for students interested in cocurricular activities.
- Advance opportunities for student participation in planning a variety of fun and exciting activities, resulting in leadership skills development.

- Take a leading role in helping to fulfill the Elizabeth Phillips Academy Center vision of being a crossroads on campus by promoting, planning and organizing events for the entire Academy community.

The department coordinates weekend activities for the entire school population by assisting with dorm, day student and club-sponsored events — particularly large annual events and special off-campus trips. It is the clearinghouse for all on-campus student clubs and organizations. Student Activities provides information and assistance to students interested in joining and organizing existing clubs, sanctions all new clubs and maintains updated records of existing clubs. Student Activities is responsible for the ordering of class, club and dorm gear.

# STUDENT CLUBS AND ORGANIZATIONS

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Student life at Exeter extends from the Harkness table to the dining halls and the playing fields. All students — day and boarding — take part in the wide range of activities available on and off campus. There are more than 90 clubs at Exeter in a range of areas including academic, political, environmental, musical, dance, literary, gaming, social, sporting, religious, community service and many others.

Students may join most clubs and/or organizations any time throughout the year, by attending a meeting or speaking with the club head. Each club has a student leader who acts as the club's head, as well as a faculty adviser. Each year, the Student Activities Department hosts Club Night — a two-hour fair in which each of the clubs and organizations on campus is represented. Students have a chance to sign up for membership and talk with members about the club and its activities.

New Club Applications are opened for a week each spring. When the application window is open, an email will be sent to the entire student body. Approval for student clubs resides with the director of student activities in consultation with the dean of students. Any student wishing to start a club must do so by the spring term of their upper year.

Student clubs and organizations can also work with Student Activities to develop a budget for the clubs, plan events, order club gear, and solicit the Student Council or the Student Funding Committee for financial assistance.

# COLLEGE COUNSELING

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To assist students and families in the college search process, the College Counseling Office (CCO) offers individual counseling appointments, schedules group workshops, and maintains a variety of statistical and informational printed and electronic resources. These resources include current college catalogs; general guidebooks; reference materials; a multimedia computer and various computerized college search programs; statistical information detailing recent admissions decisions; varied data regarding the financial aid process and scholarship opportunities; information concerning standardized testing; resources discussing foreign study opportunities; and a collection of guidebooks and brochures about alternative options to one's immediate entrance into college. The staff of the office is always ready to answer questions and to counsel students and their families.

Exeter's College Counseling website also supports and empowers students and parents/guardians as they manage a process that can seem overwhelming. By facilitating an efficient organization of data, lists, links and calendars, the student-centered site encourages students to research colleges and to understand how their records compare with those of previously admitted students from Exeter. These research tools enable students to gain a clearer understanding of their goals and the realities of selective college admissions,

and encourage further self-evaluation, research, and continued discussions with their counselor and parents/guardians. The site's functionality and ease of use help take much of the mystery out of the end results, and give students greater power in making thoughtful choices, rather than leaving them feeling "chosen."

The College Counseling Office provides programming for preps and lowers, but begins regular individual appointments with uppers in January. Prior to this time, students are encouraged to take the PSAT during October of lower and upper years (only the PSAT during the upper year determines a student's status in the National Merit Scholarship program). Please note: Students who have repeated a grade must review the National Merit Eligibility Guidelines to ensure they can qualify for the scholarship. Some students may also be encouraged by their classroom teachers at an earlier date to take specific Advanced Placement (AP) exams at the conclusion of certain language, science or mathematics sequences at the Academy. The counseling process continues through senior year until the student has been accepted to college. Most students consult their counselor approximately half a dozen times throughout this process, though the number of consultations depends on the student's initiative and individual situation. Parents/guardians often seek interviews or phone

appointments with their child's counselor as well. Counselors will endeavor to address all concerns and questions regarding the college process; however, the counselors' attention will understandably focus on uppers and seniors directly involved in the admission process.

While many students may visit colleges during the spring break of upper year, most will visit colleges in the summer between upper and senior year. The College Counseling Office recommends that students consider arranging individual interviews at their prospective colleges during these visits. More than 100 colleges visit Exeter during the spring and the fall to speak with students about their institutions and the application process.

Students begin their essays and applications over the summer prior to their senior year, and complete the application forms during their senior fall. Most Early Decision/Early Action applications are due by November 1. Some due dates vary; students are responsible for knowing the appropriate due dates and application stipulations for the schools to which they plan to apply.

The College Counseling Office is responsible for forwarding student high school records to the colleges (Note: College transcripts are not included in the forwarded materials), for responding to questions from the colleges regarding character and performance, for the preparation of a composite written report on each Exeter senior, and for maintaining liaison with parents/guardians. Counselors seek to empower students in this process, to aid them in making difficult decisions concerning their academic futures, to help them assess themselves honestly, and to aid them in discovering the skills of presenting themselves to the colleges in a thorough, vigorous and honest fashion. These processes belong to the students; ultimately, the students decide which colleges will receive their applications and at which schools they will matriculate. Honesty is one of the Academy's core values. Every aspect of the college process is built upon the trust between all parties: students, counselor, parents/guardians, colleges and the Academy. The success of the college process is thus integrally dependent upon the honesty and integrity of everyone involved. Exeter's CCO is committed to fostering and expecting the value of honesty inherent in the Academy's founding principles of "goodness and knowledge." Please read the CCO's Honesty and Integrity Statement (found on Canvas under College Counseling for Seniors and myExeter Resources Board) for a fuller appreciation of "goodness" in the college process. If students and their families approach the college selection process as an opportunity for an honest self-

assessment and an exercise in making a life decision, then all may find a valuable and rewarding experience before them.

**Please note:** *A student's diploma will be issued only after all Academy bills have been paid.*

## STANDARDIZED TESTING

Some colleges require students to take the standardized tests administered by either the College Entrance Examination Board (often referred to simply as the College Board) or the American College Test (ACT). The SAT test will continue to be administered locally at Exeter High School and at high schools in neighboring towns in a paper format until December 2023. Beginning in March 2024 in the United States, the SAT will be administered in its new digital format. More information regarding this new format, registration, and administration of the exam will be forthcoming. The Counseling Office and the Standardized Testing Office will provide registration information; however, registration is solely the responsibility of the student and is made directly to the College Board. Students register through their own College Board account online. The Academy will continue to be an Unlisted Test Center for ACT testing, and students will be given registration information in advance by the Standardized Test Coordinator in advance of any test date. As with SAT testing, students who need to register for ACT testing will do so through their own ACT test account online. Once tests are taken, students are responsible for sending all pertinent scores directly to the colleges or appropriate agencies (e.g., NCAA Clearinghouse, scholarship programs, etc.). Due to privacy issues, Exeter does not include these test scores as part of the official transcript. When seniors neglect to have official score reports sent to the appropriate colleges, those schools may call the College Counseling Office requesting testing information so that a full and fair evaluation of the student's candidacy may take place. Seniors must sign a release form allowing counselors to share this information with admissions officers. Ultimately, the student is responsible for sending all testing to colleges and to any other requesting institution (such as the NCAA). For Canadian students: Universities will ask for your provincial exam grades; please make sure you forward your exam results to the College Counseling Office.

Every Academy student should take a series of standardized tests as part of the college application process. Traditionally, the SAT was the standard test used for college admission, but in the past five years or so, the American College Test (ACT) has become popular and widely accepted by colleges. The CCO encourages uppers to take diagnostic testing for both tests to determine which is the "better" test for the individual student.

Recommendations for testing dates may vary based on individual circumstances but are detailed in Exeter’s Testing Guidelines, available on myExeter Resources Board. For more information on standardized testing, please refer to the chapter on standardized testing in the College Counseling Guidebook, found on myExeter Resources Board for students and parents/guardians.

Please check colleges’ individual policies regarding the use of standardized tests in their evaluation of applications. For all questions about standardized testing, students and parents/guardians should seek advice from the College Counseling Office, the student’s subject instructor (if applicable), and from the admission offices of the colleges in question. Again, if you have any questions, please contact the College Counseling Office.

### **NATIONAL AND SCHOOL-BASED STANDARDIZED TESTING**

Students who currently have an Official Accommodation Plan while at Exeter may be eligible to receive accommodations for standardized testing for the College Board and the ACT. Both College Board and ACT evaluate the requests with their own measures and standards, which differ from those used to grant accommodations at Exeter. This may result in the denial of accommodations for students who currently have accommodations at Exeter. Currently, College Board requires school accommodation be in place for four months and ACT requires one year prior to applying for accommodations. This timeframe ensures that the school accommodations are genuinely warranted and used by the student. **Individuals who choose to apply for standardized testing accommodations outside of the above outlined timeframe and guidelines may contact and work with the ACT and College Board directly.**

The first step in requesting accommodations for standardized testing is contacting Exeter’s standardized testing coordinator. **This must be done at least nine weeks prior to the desired testing date.** The family must sign and return to the Coordinator the Parental Permission form to begin the application process. The learning specialist will then advise and guide the student and family regarding the guidelines and requirements. Required documentation from the school and other professional certified sources will be needed to support the students’ specific disabilities, which the learning specialist will submit when applying for testing accommodations for students. The submitted documentation that supports the need for testing accommodations must state the specific disability; be completed within three years of the request for accommodations; provide relevant educational history, and developmental and medical histories; describe the comprehensive testing used to arrive at the diagnosis;

describe the functional limitations supported by the test results; describe the specific accommodations requested; and establish the professional credentials of the evaluator for standardized testing accommodations. If testing accommodations are approved, the students are automatically eligible for all subsequent standardized testing accommodation, as approved by the College Board and ACT, for the duration of their high school careers. It is important to note, with College Board testing moving to a digital format (PSAT, SAT and AP exams) if a student wishes to take these tests in a paper format, then that is an accommodation that needs to be applied for. Most already approved accommodations will transfer to the digital format.

Most students’ testing accommodations can be administered at National Test Centers for both ACT and SAT testing. However, on the occasion that students are approved for “school-based” testing accommodations, which require them to take either SAT or ACT testing at their current high school, these exams can only be administered on test dates when Phillips Exeter Academy’s classes are in session. When the Academy is not in session, students who are approved for school-based testing accommodations are responsible for contacting test centers in their area that are willing to administer the exam to them with their approved accommodations. If the test center agrees to administer the exam, students will need to provide the test center with their information (i.e., SSD # for College Board testing; TAA Pin # for ACT testing; date of birth; home address; and PEA CEEB # 300185).

For ACT testing, students and/or parents/guardians need to find a high school, college or other ACT test center near their home that will be willing to accommodate their test accommodations for test date(s) that PEA is not in session. Once they find a test center, they need to contact ACT at 319-337-1332, with the email address for the test coordinator at the test center. ACT will then mail out a Change of Location Agreement form to the test coordinator, so that test material will be sent to that new test center. ACT will only help families as a last resort to find a test center; it is up to the student and or parent/guardian to find an alternative test center when PEA is not in session.

For SAT testing, once the College Board is aware that the student is not able to test at their home school, they do provide a search for an alternative test center for the student for the test date registered when PEA is not in session. The student and parents/guardians can also assist in that search, and notify the College Board if they find a test center that will provide support on their registered test date. The administering test center must provide all the required information on school letterhead, and fax



to the College Board at 609-771-7944. These special arrangements are not the responsibility of the standardized test coordinator, learning specialist or any other employee at the Academy. The dates that students and their parents/guardians need to be concerned with finding test centers for the 2023–2024 academic year are:

### **SAT TESTING**

March 8, 2025

June 7, 2025

### **ACT TESTING**

Phillips Exeter Academy will be an Unlisted Test Center for ACT testing, meaning that only PEA students will be administered this exam on campus. Because of limited space on campus, for the September and October administrations only senior students will be allowed to test.

These are the dates for students with school-based accommodations that will need an alternative test center:

June 14, 2025

July 12, 2025

### **VISITING COLLEGES DURING THE ACADEMIC TERM**

By faculty decision, seniors are allowed to miss no more than three days of classes without an approved petition for the purpose of visiting colleges. Students must obtain permission from their college counselor for a “college day” by completing a Petition to Miss Required Appointment Form, indicating “College Day” as the reason. The student will then request a Pass in Orah.

As of the fall of 2019, when the NCAA changed its policies on athletic recruitment, college visits will be extended to uppers who are recruited student-athletes and who are offered an official college visit. (Note: Students must be certified by the NCAA Eligibility Center in order to take an official visit.) Recruited student-athletes (who are uppers) may be allowed to miss no more than three days of classes without an approved petition for the purpose of visiting colleges. Uppers who miss three days of classes in the 11th grade will not have additional days in the senior year; they will be required to petition to miss any classes in the senior year. Uppers must obtain permission from one of the college counselors for a “college day” by completing a Petition to Miss Required Appointment Form, indicating “College Day” as the reason. The student will then request a Pass in Orah.

For all students staying overnight on a college campus, the Dean’s Office requires an approved Pass in Orah. All college days must be taken on or before May 1. However, if students are admitted from a waitlist after May 1, they will be granted one college visit day that can be taken until the end of the academic year.

Students who are admitted through an Early Decision or Early Action program will not be allowed to miss a class for a college visit subsequent to their acceptance unless they receive an invitation to an on-campus program for admitted students. In such a situation, students must submit a copy of their invitation and/or a description of the program to the College Counseling Office and Dean’s Office to obtain the necessary permission. Extensions of a college day for travel are not permitted, so students should plan these days carefully. To facilitate travel, students may consider taking a college day on a day adjacent to a no-class day or long weekend. Before travel plans are made, students should obtain approval from the Dean’s Office.

At any time, students have the right to petition the Dean’s Office for the purpose of visiting colleges, if they have already used their college days or will surpass the three-college-day maximum during their visit.

Students should keep in mind the minimum attendance policy when planning to miss classes for college visits or any other reasons. It is recommended that students review the full details of this policy in *The E Book*.

As stated, the college day policy is determined by faculty vote and may be changed upon reevaluation by the entire faculty. If the faculty makes changes to the existing policy, students will be informed in a timely fashion.

### **PHILOSOPHY ON INDEPENDENT CONSULTANTS**

Exonians are fortunate to have some of the most experienced college counselors in the college admissions profession. Many of Exeter’s college counselors are former selective admission officers and/or experienced secondary school college counselors.

They are respected leaders in the college admission field. Their admission and financial aid knowledge, their depth and breadth of colleges and universities, as well as their understanding of adolescent development all contribute to their ability to assist students on their college admissions journey. This is why we have long believed that Exeter students and families do not need help from independent consultants during their college admissions process.

Over the years, we all have experienced an ever-changing and complex college admissions landscape. At times, the amount of resources explaining admission trends can (and often does) feel overwhelming to students and parents alike. This is why we encourage parents to utilize Exeter's college counseling office's expertise. Exeter's college counselors not only understand the national trends, they also understand the daily context of your student's academic and community experience. College counselors and other community members witness a student's growth and engagement routinely, which often informs a student's candidacy. An independent consultant cannot offer the same perspective, nor can they provide Exeter's context within the national admissions landscape to admission readers. More importantly, we have found some independent consultants communicate inaccurate information to students and parents; as a result, students are often confused about whose advice to believe and how to move forward. This only adds to the stress level; it does not reduce it.

We also acknowledge that students often try to establish a certain amount of independence from their parents through their college admission process, which can add to parents' stress and anxiety. At such times, we encourage parents to use Exeter's internal resources. Conversations with a student's college counselor, adviser and sometimes a health professional can alleviate confusion or miscommunication. Empowering students to use on-campus resources prepares them for college and for life.

In the best interest of our students, we ask for open communication about whether a student is working with an independent consultant. Then, we can clarify our responsibilities and the role of the independent consultant. Ultimately, we do not want students feeling confused by not knowing who to believe or who to follow as they navigate their college admissions process.

Regardless of whether a student is working with an independent consultant, college counselors will continue to advocate for all students and submit all official credentials on a student's behalf. Again, we ask for open and honest communication in order to best serve our students.

### **PHILOSOPHY ON USING ARTIFICIAL INTELLIGENCE (AI) IN THE COLLEGE PROCESS**

While AI can be used as a preliminary tool to research colleges, we also know that some AI information can be misleading or inaccurate. With that in mind, we encourage students to use primary sources (e.g., college websites and/or communication with the particular institution's admission representative) for accurate

information. Students are not allowed to use AI to write college essays. College essays are meant to be authentic and specific to you. Only YOU can write about YOU! AI does not know the stories of your life and therefore cannot capture who you are and who you are becoming. Students who do use AI for their college essay will be held accountable by the Community Conduct Committee, and students should know that the respective college(s) might take action as well.

### **REPORTING OF COMMUNITY CONDUCT RESPONSES TO COLLEGES**

Increasingly, colleges are asking both students and college counselors about applicants' disciplinary infractions. When such questions are asked directly of the student and/or the college counselor on application forms, they need to be answered truthfully. A student who is placed on disciplinary or community conduct probation while at the Academy, but before the filing of applications, should address the situation within the body of the application. If students have questions about the reporting of such matters to colleges, they should seek clarification and guidance from their individual counselor. If a student is placed on probation during or shortly after filing an application, and the college(s) to which an application is being submitted asks a direct question about discipline, the student should submit a supplemental letter explaining the incident in question to the college(s), despite the fact that the application may have already been submitted. Colleges have numerous ways of uncovering such information, and a straightforward, honest approach concerning the disciplinary process at the Academy has proved to be the most effective method of dealing with such issues. Once again, students should always check with their counselor if there are lingering concerns or questions regarding an incident or specific situation.

In those cases where the question is asked directly of the student and/or the college counselor on the application forms, the College Counseling Office will forward to the college a brief statement describing the Academy's philosophy about discipline, a brief description of the disciplinary or community conduct process, and a simple statement of the charge brought against the student.

When a student is placed on probation after filing an application, whether by the Community Conduct Committee, the Misconduct Review Board or the principal, the student will be instructed by the College Counseling Office (in writing or through a personal meeting with the student's counselor) to notify the college in writing about the disciplinary or community conduct action. We encourage students to send their personal statement prior to the Academy's probation

statement. On the 10th day following the probation decision, the College Counseling Office will send the Academy's probation statement directly to the colleges. All colleges on a student's list (regardless of admission decisions) will be notified. Please note: All transcript requests will be accompanied by this probation statement for seven years after graduation (if a college asks about discipline).

In situations where a student is Required to Withdraw from the Academy, the College Counseling Office will notify the colleges to which the student has applied through a written statement describing the charge and the change in status. The written statement will be sent to each college along with a final transcript (indicating the Requirement to Withdraw and the respective date of that withdrawal); this notification is issued within 10 calendar days of the decision. Students are encouraged to contact the colleges involved immediately and discuss the specifics of their situation. If such disciplinary or community conduct action is taken after the student has been admitted to college, the College Counseling Office is still obligated to notify any and all colleges of the change of status. Again, the College Counseling Office will notify all of a student's colleges in the fashion described above, regardless of whether or not the college/university requires a diploma or final graduation transcript.

### **REPORTING OF MEDICAL LEAVES TO COLLEGES**

By Academy policy, when a student takes a medical leave from Exeter, the student's transcript reflects the change in status. In most cases, college admission officers will ask questions about such leaves of absence. It is the practice of the College Counseling Office to indicate that the medical leave has occurred and to encourage the student to discuss the leave and the reasons behind it with each college directly.

In cases where a student has taken a medical leave of absence and has returned to school prior to the filing of applications, the fact that the student has successfully continued an academic career (after the medical leave) often reassures the college admission offices of the student's readiness to handle the rigors of college life. In cases where the leave is prolonged or occurs close to or after the filing of the college applications, colleges will be more concerned about the leave and its ramifications. The College Counseling Office encourages students to be direct and honest with the admission officers in these situations so the college representatives can make an informed assessment of the effect of the medical condition on the student's ability to perform academically.

Medical leaves occurring prior to the senior year will be noted on the student's transcript and should be addressed by the student within the body of the student's application. Students should check with their appointed counselor for advice on the most effective means to convey this information to the colleges.

If a medical leave is taken during the senior year, the College Counseling Office is required by the colleges to notify them of the leave of absence, regardless of whether the leave is granted from the Academy or from an off-campus program. Students should contact the college admissions office immediately and discuss the specifics of the particular situation. After 10 calendar days, to allow the student to inform the college, the College Counseling Office will submit a written statement to each college indicating the change in status for that student. If a student has already been admitted to a college, the College Counseling Office is still required by the college to inform them of a change in status. A written statement will be submitted to all schools on the student's college list.

### **REPORTING OF DEAN'S AND PERSONAL LEAVES TO COLLEGES**

In situations where a student goes on leave from the Academy, the College Counseling Office will forward to all the colleges to which the student has applied a brief statement describing the change in status. The student will be instructed by College Counseling (in writing or through a personal meeting with the student's counselor) to notify colleges in writing about the leave. After 10 calendar days, to allow the student to inform the college(s), the College Counseling Office will send a statement concerning the leave directly to each college.

### **LEAVING EXETER EARLY**

On rare occasions, a student who has generally exhausted the Academy's curriculum, has demonstrated a significant level of academic achievement and has a high degree of emotional maturity may consider applying to college in the 11th-grade year. Such a process is unusual and should be approached cautiously, after consulting with the student's adviser, college counselor, subject teachers and the dean of academic affairs. Students must declare their intention for an Early Admissions application to the College Counseling Office by November 1 of the 11th-grade year.

The College Counseling Office will assume that a student who has applied and has been admitted to college in the 11th-grade year (prior to receiving an Exeter diploma) will not return to the Academy, nor continue in the college admissions process.

## ACCESS TO STUDENT RECORDS

A student wishing to review personal Academy records must submit a written request to either the dean of students or the dean of college counseling. Parents/guardians of students under the age of 18 must sign such a request. The Academy will respond within a reasonable amount of time.

Copies of transcripts will be provided to students and families upon request. Uppers, seniors and alumni may request in writing a transcript from the College Counseling Office. All other students may request in writing a transcript from the Dean of Students Office. These transcripts will clearly indicate either unofficial or official status, depending on the nature of the request and the specific situation at hand. All other records are contained in a student's permanent file. Please note: The composite report, or college counseling recommendation, is not part of the permanent record. Students or parents/guardians do not have access to the report, as it is a confidential document for colleges. Academy graduates may request (in writing) to review their records.

## STUDENT RIGHTS AND PRIVILEGES

The College Counseling Office recognizes best college counseling practices and principles. We expect students and parents/guardians to abide by the values of honesty and integrity as well as ethical principles, as described through the counseling process in the CCO Guidebook. If students have questions about rights, responsibilities and obligations in the college application and admissions process, they should immediately seek clarification or explanation from a college counselor.

Students admitted to a college under a binding Early Decision (ED) program are expected to abide by the agreement that they, their parents/guardians and their college counselor sign as part of the process. While financial issues sometimes complicate such agreements, students and their families must recognize the commitment of an Early Decision agreement. Once students determine they can afford to attend (by seeing and accepting the financial aid package), only then should they deposit. The deposit commits them to attend that Early Decision institution, and the Academy cannot release the student's transcript to any other institution. Academy students who are admitted and agree to attend (by depositing at Early Decision schools) must withdraw all other applications. Students will not continue with any other college applications.

Additionally, the College Counseling Office will notify all the colleges on the students' college lists that they will be attending Early Decision institutions. Phillips Exeter Academy will release only one final transcript

to the Early Decision institution. Students who do not uphold the Early Decision agreement may be subject to community conduct action. Please note: With changes to the FAFSA form this year, students who applied for financial aid under an Early Decision (ED I) plan may receive a delayed financial aid notification. By not having a financial aid package, students may have to apply to additional Regular Decision colleges. Accepted ED I students will not be allowed to file an ED II application while waiting for an ED I financial aid package.

Early Action and Restricted Early Action are not binding like Early Decision. Students, if admitted, do not have to complete an enrollment form and/or deposit until May 1 (or the respective college's reply deadline), and may apply elsewhere. However, the Academy expects that a student admitted under an early admission plan — whether Early Decision or Restricted Early Action or Early Action at a college or university with a national admit rate equal to or less than 10 percent — has been admitted to their first-choice school and therefore has completed the application process and will file no further applications. This philosophy parallels the spirit of the Academy's motto of "*non sibi*," and allows the greatest number of Exonians to be considered favorably at the most selective colleges. Given the changing admission landscape and the importance of financial aid for many families, seniors should certainly consider applying via Early Action to public universities, as well as any private university that limits eligibility to its own merit-based scholarships to Early Action applicants, as these Early Action applications are within the spirit of Exeter's "*non sibi*" philosophy.

In the spring, students must accept only one offer of admission, regardless of the number of acceptances received. In most circumstances, this acceptance of such an offer is indicated by the submission of an enrollment form and/or deposit and occurs on or before May 1 of senior year. Submitting two such deposits, or double-depositing, is against National Association for College Admission Counseling guidelines and will not be condoned by the Academy. Community conduct action may be taken if a student double-deposits. In exceptional situations, students may request extensions from an individual college to resolve financial issues, but these are rarely granted. Students and families must come to a decision before the May 1 common reply date. It is the Academy's position that after a student submits their enrollment form and/or deposits to their matriculating college, the student will no longer submit applications to any other colleges/universities. Once a student makes a final decision, the College Counseling Office will inform the student that final transcripts will be sent to the college, validating their graduation from the Academy.

**For Seniors Only:** The U.S. Department of Defense requires all 18-year-old male U.S. citizens to register with the Selective Service System at [www.sss.gov](http://www.sss.gov). In order to be eligible for federally funded financial aid, male students must register with the Selective Service.

# LIBRARY

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The Class of 1945 Library is an extraordinary resource, unsurpassed by any other secondary schools. The building, designed by Louis I. Kahn, is considered a masterwork of modern architecture. The library staff, building, and its collections support the academic work and community life of the Academy.

The Library staff includes librarians, an archivist, experienced associates and assistants who offer research help at the Library Service Desk and through the online Ask Us! service. We collaborate with faculty to develop student research skills in preparation for future study. We support recreational reading and co-curricular programs, too. The librarians and staff do not provide grades and are eager to answer questions and assist with what can be an unfamiliar and complicated information landscape.

The library provides access to more than 300,000 print and electronic volumes, 100 databases, numerous magazines and newspapers, DVDs and CDs, as well as streaming film and audio sources. The Center for Archives & Special Collections, located on the basement level, is the official repository for the Academy's historical records, rare books and manuscripts. The Academy's Music Library is located on the first floor of the Forrestal-Bowld Music Center; its collection consists of books, scores and sheet music.

Seminar rooms and several Harkness tables are available for classes and meetings. Study spaces include a mix of soft seating and group study tables, group study rooms, quiet study rooms, and more. The library's upper floors hold 210 study carrels for student use; students may reserve a carrel for the year, with priority given to day students in need of a designated study space. Two printer/copier/scanner stations are located on the ground and first floors. The Library is a shared resource and depends on the principle of non sibi to succeed. In particular, reserve books must be returned promptly by due dates.

## Library Non Sibi

- Students may borrow books, CDs and recorded books for four weeks with the option to renew.
- Students are responsible for replacement costs of lost or damaged material.
- Students should be aware of their surroundings and respectful of the rights and needs of others in the building.
- Food should be consumed on the library's ground floor.
- Furniture should not be moved from its intended location.

# RELIGIOUS AND SPIRITUAL LIFE SERVICES

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Phillips Church is the home for established religious and spiritual groups, and a gathering place for many other groups of Exonians. For those who identify with a particular religious tradition, we also work to coordinate attendance at local congregations if possible. For traditions without local houses of worship, we strive to host special observances in the building.

Our director of religious and spiritual life, the Reverend Dr. Bonnie-Jeanne Casey, oversees all offerings of the department. Generally speaking, the director serves as chaplain of the school, regardless of the faith of an individual or group. Reverend Dr. Casey is assisted in the running of the department by the department coordinator. She works alongside a number of others who make the broad religious and spiritual work we do at Exeter possible. Rabbi Jennifer Marx Asch serves as adviser to the Exeter Jewish community. Dr. Kevin Bartkovich serves as the adviser to the Christian Fellowship. Dr. Khalid Madhi serves as adviser to the Muslim Student Association. Matthew Daniell serves as teacher and adviser to our Buddhist meditation group. We also have an active Hindu Society, an Interfaith Discussion Group, and more. Many folks from outside of the Phillips Exeter Academy community also support the religious and spiritual life of our community throughout the year.

Some offerings in a typical week include:

## **SUNDAY:**

**Catholic Exonians, meet before Mass and walk to St. Michael's**

## **WEDNESDAY:**

**Meditation, 9:50 a.m.**

Phelps Sanctuary

*This service consists of an extended personal narrative, framed by music.*

**Christian fellowship, 6:30 p.m.**

Lower level

## **FRIDAY:**

**Jummah prayers and lunch, 12:50 p.m.**

Wicks Room, second level

**Shabbat service and dinner, 6 p.m.**

Lower level

**Buddhist meditation followed by tea, 7 p.m.**

Wicks Room, second level

# ADDITIONAL STUDENT SERVICES

## **ATMS**

The most convenient way for students to obtain cash is with an ATM card. There is an ATM located in Elizabeth Phillips Academy Center near the mailboxes. As is common with ATMs, there is a charge fee for each transaction in addition to any fees charged by your bank. A checking account for students is encouraged, either at a bank of your choosing at home or in Exeter.

## **CASH TO CARD MACHINE**

The cash to card machine located in the Elizabeth Phillips Academy Center is a convenient way to load money onto student Lion Cards. The machine takes cash and credit cards, allowing students immediate access to the newly deposited funds.

## **EXETER BOOKSTORE**

The Exeter Bookstore is managed by Barnes & Noble College to provide students with the textbooks and supplies that are necessary for coursework. General reading books, snacks, greeting cards, and Exeter clothing and souvenir items are also available. Barnes & Noble accepts the following methods of payment: Lion Card, Barnes & Noble gift cards, debit, contactless payment, cash, and traveler's checks. The Exeter Bookstore offers students the opportunity to sell back their textbooks at the end of each term, as well as a textbook rental program, which represents substantial savings compared with the purchase of new books. Books can be rented for the term or, in some cases, for the full year, and need only be returned to the bookstore by the due date. More information can be found at [exeter.bncollege.com](http://exeter.bncollege.com).

## **LINEN, LAUNDRY AND DRY CLEANING SERVICES FOR BOARDERS**

The Academy has partnered with E&R Laundry and Dry Cleaners for a number of years to offer our boarding students weekly linen and personal laundry service. Linen service is covered by tuition for all boarding students, and personal laundry service is optional.

**LINEN SERVICE.** Linen service includes the laundering of all Academy-issued linen. Students who prefer to use their personal sheets or towels can send those linens to E&R for laundering as well. Upon arrival at PEA, boarders will find one laundry bag, four flat sheets, two pillowcases, and six bath towels. Beds have 80-inch mattresses that take extra-long twin or "dorm" sheets. Students may bring their own pillow, blanket and comforter.

**FREE WASHERS AND DRYERS.** Students have the option to use the dorm washers and dryers free of charge.

**PERSONAL LAUNDRY SERVICE.** This wash, dry and fold service includes launderable dress shirts and blouses pressed and returned on hangers. E&R's laundry service is recommended by the Academy due to the demanding academic and extracurricular schedule and limited number of washers and dryers available in each dormitory. Weekly personal laundry service, which is optional, includes the following:

- Laundry bags, provided by E&R, are picked up and delivered weekly to a central area in each dormitory.
- Launderable dress shirts and blouses are pressed and returned on a hanger.

**DRY CLEANING, GENTLE-CARE PROCESSING AND PRESSING SERVICES.** As a special offer, E&R's dry cleaning, gentle-care processing and pressing services can be purchased in conjunction with wash/dry/fold service. This service includes the cleaning and pressing of all skirts, dresses, khakis, dress pants, sweaters, fleeces, polos, gentle-care items and dry-clean-only items. Students who do not enroll in this add-on service will be billed by E&R at a per-piece rate for dry cleaning and gentle-care items.

**ENROLLMENT IN E&R'S OPTIONAL LAUNDRY, DRY CLEANING, GENTLE-CARE AND PRESSING SERVICES.** E&R will mail a promotional piece and an order form over the summer to all boarding students. Parents/guardians can also enroll and pay for service by visiting E&R Laundry's website: [www.thecampuslaundry.com](http://www.thecampuslaundry.com). E&R can help ease our students into campus life by offering them a break in their increasingly busy schedules. Today, the service E&R provides our students is more valuable than ever. We are fortunate to have E&R's near 100 years of cleaning expertise available to you, and Phillips Exeter Academy is strongly recommending that you take advantage of their services to help your student keep as clean and safe as possible.

**E&R CONTACT INFORMATION.** Questions should be directed to E&R Laundry at 800-243-7789 inside the U.S. or 603-627-7661 outside the U.S. The customer service direct line is 800-243-7789, extension 714. You may also email E&R at [info@eandrcleaners.com](mailto:info@eandrcleaners.com). E&R's mailing address is 80 Ross Avenue, Manchester, NH 03103.

**LINEN AND LAUNDRY SERVICE PICKUP AND DELIVERY SCHEDULE.** Linen, laundry, gentle-care and dry cleaning will be picked up in the student's personalized laundry bag, provided by E&R Laundry, on Thursday and drop-offs are on Saturday in each dormitory. Each student is entitled to 32 weekly bundles of laundry during the school year.

All items must be in the pickup location by 8 a.m. and bags must be zipped shut. E&R discourages, and cannot be responsible for, laundry turned in after the 8 a.m. pickup time or not sent in an E&R-issued laundry bag.

**LAUNDRY LISTS.** Students are encouraged to go online to [www.thecampuslaundry.com](http://www.thecampuslaundry.com) to fill out an Online Laundry Checklist each time they send in their clothes to be cleaned. Students are strongly encouraged to use the online checklist to record the linen, laundry and dry-cleaning items they are sending to E&R. Upon submitting the Online Laundry Checklist, students will receive an auto-reply email of the checklist they just filled out. A student's personal laundry bag should contain only items belonging to that individual student; it is the student's responsibility to be certain no other student's clothing is placed in it. Also, before placing laundry in a personalized laundry bag, students should check all pockets for pens, wallets, loose change, etc.

Personal laundry service does not include the laundering of sneakers, blankets, rugs, draperies, suede or leather.

**LOSS AND DAMAGE.** E&R will reimburse students for lost and damaged items, but cannot assume responsibility for fading and shrinkage, articles left in pockets, or damage to synthetic materials that do not withstand commercial washing, drying and pressing. Issues must be reported within seven days of original processing.

Claims must be made promptly by calling E&R's School Customer Service Office directly at 800-243-7789, extension 714, between 8 a.m. and 5 p.m. Monday through Friday, or send an email inquiry any time to [info@eandrcleaners.com](mailto:info@eandrcleaners.com)



# ACADEMY COMPUTING AND NETWORK RESOURCES

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## COMPUTER LABS

Computer labs are in academic buildings throughout campus. Most labs are designated for students enrolled in classes in that department, while Phillips Hall lab is open to all students. Labs are open to individuals during class hours when no scheduled class is being held in the lab or when a proctor is on duty in the lab. Most labs may be scheduled for use by classes during class hours. Arrangements may be made with the chair or representative of the department. See the specific lab for its schedule.

### PUBLIC LAB LOCATIONS:

#### Phillips Hall (Basement):

Open to all (Windows)

#### Phelps Science:

Design Lab

### CLASSROOM LAB LOCATIONS:

#### Mayer Art Building:

Art Department (Mac photo editing, photo shooting lab)

#### Forrestal-Bowld Music Center:

Music (Mac music editing), Recording Studios

#### Phillips Hall:

Teaching and Learning Center

#### Phelps Science Center:

Astronomy, Biology, Chemistry, Computer Science

#### Theater and Dance Building:

Theater Tech Room (Mac)

## CARE OF THE LAB AND COURTESY

Individuals are expected to exercise care when using equipment and other lab resources. No food or drink may be brought into the lab, and individuals should use trash and recycling bins appropriately to clean up after themselves. If a problem is noted, the individual should bring it to the attention of the instructor or proctor. When there is damage to hardware or software that is deemed beyond normal wear and tear, the cost of replacement will be charged to those responsible for the damage.

The facilities are intended to be quiet work areas. Although groups may work together on assignments, individuals should be courteous by ensuring that their collaboration does not disrupt the work of others.

Instructors and proctors will monitor the behavior in these areas.

## NETWORK SERVICES

Computing hardware and software is provided to faculty, staff and students for the purpose of academic and administrative use and communication, both inside and outside of the community. The Academy also provides a shared data network with both internal (intranet) and external (internet) access and services.

Wireless network connectivity is available throughout campus; personal wireless routers are not allowed, and personal wireless printers are strongly discouraged.

## SERVICES AND RESOURCES

- Wireless access
- Internet access (24/7)
- myExeter (Blackbaud Education Management)
- Canvas (class rosters, assignments and course materials)
- Orah (pass request and management)
- Printing (web print, public printers)
- Adobe Creative Cloud applications
- MS Office 365 applications, including MS Outlook email
- Dropbox for Enterprise
- Canva (graphic design tool)

For more information on technology at Phillips Exeter Academy, visit <https://www.exeter.edu/it>.

Boarding students have access to emergency, local and internal calling through common room or hallway phones in dorms. Long-distance service is the financial responsibility of the student and is available through a cell phone, a calling card, a credit or debit card, or operator assistance.

## INTERNET USAGE

Students and their parents/guardians should be aware that some of the material on the internet is pornographic or otherwise objectionable. The Academy cannot assume responsibility for limiting any student's access to such material. As with other material available in print or on cable TV, parents/guardians should review

their expectations with their children. On the computers students bring to campus, parents/guardians can install software such as NetNanny (<https://www.netnanny.com/>) that limits access to sites.

Individuals should be careful not to send sensitive personal information across the internet. Individuals are encouraged to bring any concerns that they have about messages they receive or materials they view online to the IT support desk, a librarian, a faculty member or a representative of Human Resources.

### COMPUTER SECURITY BEST PRACTICES

- Never share your user name or password
- Do not send sensitive personal information via email or text messages
- Always log out or lock your computer when you

walk away from it

- Use a security passcode on smartphones/tablets
- Do not click random links
- Do not download unfamiliar software off the internet
- Maintain OS/(Windows/Mac) updates and antivirus software

### ACCEPTABLE USE

Students must be familiar with and abide by the school's Acceptable Use Policy for Technology (see pages 71-74) prior to working on a lab computer or accessing the school intranet and internet resources.

# ELIZABETH PHILLIPS ACADEMY CENTER

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Elizabeth Phillips Academy Center is designed to be the hub of student life and the campus crossroads. It was created by and for our entire community — a collaboration of students, faculty, staff, architects and builders. It draws together spaces that were once scattered across campus, giving everyone a central place to connect with others.

In the breadth of its design and programs, Elizabeth Phillips Academy Center represents the Academy's belief that teaching and learning take place everywhere on campus. The spirit of collaboration that is sparked around the Harkness table extends far beyond the classroom. In the Academy Center there are a myriad of opportunities to lead, participate, write, perform, help, organize and debate. And that's just the beginning. Like the Harkness table, the Academy Center is designed to be what you make of it.

The first floor of Elizabeth Phillips Academy Center houses the Grill, the post office and a large entry lounge, which is an ideal place to sit and enjoy a coffee break, read mail, and catch up with other members of the Academy community.

The second floor consists of the Student Activities Office, the Day Student Lounge and club central. The Student Activities Office is located on the corner of the second floor. In addition to meeting rooms and offices, students have access to a literary club room with computer workstations, and a club resource room with club mailboxes and club files. Day students have a space large enough to accommodate all of them. The day student suite includes individual lockers, two showers and two lounges: one for socializing with friends and one for quiet study. There is also an office where day students can meet privately with advisers.

The forum, a 200-seat auditorium, is located on the third floor. This space is ideal for large meetings, performances and movies, and has all the latest AV equipment. In addition to the forum, there are two meeting rooms and the Study Skills Office.

Elizabeth Phillips Academy Center also has a kitchen with seating for 15, making it an excellent place for a club or team to hold a dinner. Next to the kitchen is the TV lounge. Across the hall is a projects/crafts room, designed for use by student clubs and group workshops, from knitting to model making. There are also three music practice rooms, the student radio station and a game room.

# POST OFFICE/MAILROOM

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The Academy Mailroom is located on the first floor of Elizabeth Phillips Academy Center. Mail and packages are received daily. All first-class mail and packages are sorted and distributed to the appropriate PEA Box numbers and lockers. Please check your mailbox daily.

The Mailroom distributes interoffice memos, student messages and club notices. Additional services, such as package shipments and the purchase of U.S. stamps, are also available – Cash Only.

Window hours are Monday-Friday, 8 a.m. to 3:50 p.m., and Saturday, 9 a.m. to 1:00 p.m. when classes are in session. The mailroom is closed during assembly. Holiday hours are posted on myExeter Resources Board.

## **STUDENT MAILING ADDRESS**

Observing the first-class mailing format below is very important and will ensure accurate and timely delivery and distribution of mail.

Student Full Legal Name (please do not use nicknames)  
PEA # \_\_\_\_\_  
20 Main Street  
Exeter, NH 03833-2460

Students can obtain their assigned PEA Box # by looking on myExeter Resources Board under Lion Card balance. Parents/guardians can also view their student's PEA Box # on myExeter Resource Board (Note: PEA Box numbers change each year.)

**Please note:** *For all newspaper subscriptions, students should contact the newspaper's circulation department to ensure their name is included on the label for every newspaper delivery. Also, all miscellaneous deliveries (Walmart, Hannaford, Whole Foods, Door Dash, etc.) NEED a student name on the delivery. Items without a student name will be discarded if not picked up after seven days. Items not picked up from the Mailroom or Mailroom Lockers will be donated or discarded after 45 days.*

# ADMINISTRATIVE OFFICES

## CAMPUS SAFETY SERVICES

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Campus Safety Services provides a comprehensive service to ensure the safety and well-being of the Academy community. All Academy streets and grounds are patrolled 24 hours a day, 365 days a year. All Campus Safety vehicles and personnel are radio-equipped and in constant communication with the Academy dispatcher and the local police and fire departments. Campus

Safety responds to all emergencies on campus and investigates complaints from students, staff and faculty. For assistance, Campus Safety personnel at the dispatch center can be reached at 603-777-4444 around the clock. For life-threatening emergencies, call 911.

## FACILITIES MANAGEMENT

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Facilities Management is responsible for the tangible quality of life, and strives to provide physical facilities that are attractive, safe and functional. Specific elements of the department's mission statement are:

1. Operating and maintaining the Academy's physical environment.
2. Providing campus planning and engineering services.
3. Constructing and renovating facilities.
4. Championing environmentally and socially conscious behavior.
5. Providing a safe and secure campus.

The department's vision is to be a customer-focused facilities organization based on core values of respect, excellence (work ethic, education, knowledge), *non sibi* (cooperation and collaboration) and trust. A leadership team oversees the department. Through the efforts of more than 100 full-time and part-time employees, the department maintains 1,320 acres of grounds and approximately 2.1 million square feet of building space (148 buildings total, including 26 dormitories and 143 faculty residence units). Included in this maintenance effort are approximately 200 acres of developed grounds, playing fields, and the campus network of roads, parking areas and walkways.

# FINANCE OFFICE

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The Finance Office is located on the second floor of 225 Water Street. The finance team includes Accounts Payable; Student Accounts and Accounts Receivable;

Payroll, Budget and Accounting; Endowment; Investments; Risk Management; and the Office of the Chief Financial Officer.

## GLOBAL INITIATIVES

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Exeter's Global Initiatives afford students opportunities to learn about the world through domestic and international programs off-campus and experiential travel programs focusing on language learning, entrepreneurship, culture, history, environmental sustainability, leadership, scientific research and more during the November, spring, and summer breaks. Summer options also include an array of selective internships. Global programs provide faculty with

professional development and opportunities to learn alongside students.

Ultimately, these global experiences inform learning at the Harkness table in Exeter's classrooms, where they foster cultural competency, build connections, and encourage active engagement across borders and continents.

## HUMAN RESOURCES

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Human Resources (HR) provides support to faculty, staff and administrators on all employment-related matters, and provides strategic direction and support to the Academy's leadership team.

### **HR'S PRIMARY FUNCTIONS INCLUDE:**

*Staffing.* HR coordinates local and national employment advertising, screens résumés, coordinates and conducts interviews, checks references and coordinates new-hire orientation programs for all employees except classroom faculty. HR also processes criminal background and motor vehicle record checks for all employees.

*Employee Engagement.* HR provides direct counsel and support for all employees with questions or concerns related to their employment experience. HR engages the community in broadcast communications, most often through email and myExeter Resources Board.

*Employment Law.* Human Resources is responsible for legal compliance with state and federal employment regulations, and the director of human resources works with department supervisors and the general counsel on all employment law matters.

*Student Work Program* (see Student Work Program, page 70). Students may find additional information on myExeter Resources Board>Community Life>Student Work Program.

To contact any member of the Human Resources team, feel free to stop by the HR office located on the ground level of Jeremiah Smith Hall or dial 603-777-3395 for assistance.

# INFORMATION TECHNOLOGY

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The Information Technology Department (IT) oversees information technologies at Phillips Exeter Academy. IT supports student technology resources that include network accounts, email, myExeter, Orah Student Life, wireless network connectivity, printing, Microsoft Office 365, Adobe Creative Cloud, Dropbox cloud storage and access

to computer labs. For support or questions about technology, call 603-777-3693, email [itservices@exeter.edu](mailto:itservices@exeter.edu), visit [www.exeter.edu/it](http://www.exeter.edu/it) or stop by one of their offices located at the Data Center, 255 Water Street (corner of Main and Water streets); the Academy Building, room 024; or Phillips Hall, room 004.

## THE PRINCIPAL'S OFFICE

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The principal and the administration share with the faculty the responsibility of operating the Academy. Contained within this responsibility are several constituencies to which the principal must relate: students and parents/guardians, faculty and their families, emeriti, staff, the Trustees and alumni.

The principal is the chief executive officer of the Academy and reports to the Trustees. In consultation with the Trustees, administration and faculty, the principal sets the priorities for use of the Academy's resources. The principal and the dean of faculty officially appoint all members of the faculty. The principal meets frequently with students, attends club meetings at request, holds special events with students

and faculty on a regular basis, attends sporting events, and may also meet with students during dormitory duty hours. The principal presides at faculty meetings, and works closely with the assistant principal, dean of faculty, faculty committees and individual faculty members on both ongoing and new initiatives.

The principal heads the administration that includes the assistant principal; chief financial officer; deans of faculty, students, college counseling and enrollment; the general counsel; and the directors of equity and inclusion, communications, institutional advancement, human resources, facilities management, investments, and physical education and athletics. This leadership team administers the key offices of the Academy.

# STUDENT LIFE

**FUNDAMENTAL PRINCIPLES.** The Academy assumes that its students enter the school with a serious purpose, and that conscience and good sense are a sufficient guide to behavior. The Academy expects honesty from its students. The faculty intends to develop among students a sense of responsibility for personal conduct and for the well-being of the larger community. To that end, the Academy encourages freedom, within reasonable limitations, and enforces rules defining those limitations, which are necessary to maintain relative freedom for all.

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The Trustees of the Academy delegate to the faculty the responsibility for academic policies and procedures and for discipline. The dean of students is in charge of the administration of faculty policy in all matters concerning student life, including our community conduct process. All faculty members accept the responsibility to advise

students and to guide their conduct at any time or in any place while they are under the authority of the Academy. The students, in turn, through their representatives, participate in the shaping of community conduct policy by helping the faculty to define the essential regulations and to enforce them.

# ACADEMICS

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**COURSE SELECTION.** Returning students confer with their advisers before selecting courses for the subsequent year, while new students receive advice from their interim adviser or the dean of academic affairs. The number of students in any course may be limited; any announced course for which the enrollment or staffing is deemed insufficient may be canceled. Careful thought should be given to the choice of courses for all three terms. In choosing their courses, students should refer to the *Courses of Instruction* for the coming year, which is distributed at the time of the course selection and available online ([www.exeter.edu/coi](http://www.exeter.edu/coi)). Note that students take five academic courses each term, as well as a physical education course or sport in each term. Some students take additional partial-credit courses in Health and Human Development, Music and Theater and Dance.

The Academy makes every effort to meet students' requests for programs of study, but it reserves the right to place students in courses according to the judgment of the Dean of Students Office, in consultation with the Academic Advising Committee or department chairs. Due to the complicated nature of the scheduling process, requests for specific schedules or free formats will not be granted.

**GRADING SYSTEM.** Academic standards are high at Phillips Exeter Academy, and new students may find that their grades are lower than those they have received elsewhere. Academic work is graded on an 11-point scale, in which A=11, A- =10, etc., down to E=0. The minimum passing grade is D-. A squared (2) annotation next to a letter grade indicates unsatisfactory effort. To convert an Exeter grade to an equivalent grade on a scale of 4.0, add 1 to the Exeter grade and then divide by 3.

To obtain honors, a student must achieve an overall average of B (8.0). High honors is a B+ average (9.0), and highest honors is an A- average (10.0 or higher). Such academic distinctions are made at the end of a term. Provisional grades are issued at the midterm and are used as indicators to students and advisers of students' progress. These midterm grades also allow faculty to monitor that progress. Grades issued at the end of the term become the grades of record.

In rare circumstances, a student may be unable to complete work before the end of a term, due to illness or other unusual circumstances. With approval from the dean of academic affairs, a teacher may enter an Incomplete (I) instead of a grade. In such situations, students will make arrangements with each teacher to submit missing assignments or assessments. All work must be submitted within four weeks after the end of the term.

All courses taken for credit in the fall term of the ninth grade will receive official grades of "Pass" (P) or "No Pass" (NP). Students, advisers and parents/guardians will receive unofficial grades from the 11-point scale at the end of the fall term. These unofficial grades will not be included in the GPA calculation, nor will they be displayed on the transcript or report card.

**ACADEMIC ACTION PLAN.** The faculty expects students to focus attention on the academic program and work to their potential. When a student does not meet these standards, the Academic Advising Committee meets to discuss what measures can be put in place to support the student. A member of the committee will meet with the student and their adviser to discuss the challenges the student is having academically. This group will work together to develop an Academic Action Plan (AAP) that will include expectations of steps that the student agrees to follow in order to make progress toward their academic goals. Feedback from the student's teachers will also help inform the steps in the plan. The AAP will be made available to all faculty so that those who work closely with the student are able to help support the student toward their goals. The student's progress will be monitored at each grading period. If the student is not following through on the AAP and is not making progress academically or when there is a continued willful neglect of work, the dean of students will discuss with the parents/guardians whether Exeter is the best school for the student. When all avenues of reasonable academic support have been pursued but with little evidence of satisfactory progress, or when there is no likelihood that the student will be able to meet the graduation requirements, the dean of students may advise the family to withdraw the student. After receiving advice to consider withdrawal, if the student continues not to make academic progress, at the end of the spring term, the Academic Advising Committee could recommend that the faculty require the student to withdraw. If a student is unable to meet diploma requirements before their date of graduation, the faculty will vote on a motion for Requirement to Withdraw.



## **GUIDELINES FOR HOMEWORK AND MAJOR ASSESSMENTS**

- 100 – 300 level courses: Courses that use the reserve format should require no more than 40 minutes of homework per class meeting. Courses that do not use the reserve format should require no more than 65 minutes of homework per class meeting.
- 400 level and higher courses: Courses that use the reserve format should require no more than 50 minutes of homework per class meeting. Courses that do not use the reserve format should require no more than 75 minutes of homework per class meeting.
- Homework assignments must be announced and available on Canvas, at the latest, immediately after the last class before the assignment is due. If a teacher needs to make an adjustment to the assignment after that point, they must do so no later than 6:30 p.m. that day and they must email the class to inform them of the change.
- If a teacher needs to schedule Release Time for a class, the amount of class time that is relieved will be appropriate to the required appointment/assignment. Release Time for assignments should be before the assignment is due. For events, such as poetry readings or evening speakers, Release Time should be within a week of the event. The exceptions to this are major music, theater and dance productions, of which students are made aware at the beginning of the term.
- The date and topic of tests; the final due date and prompt of papers; and the date of and complete instructions for presentations and any other major assessments must be announced and added to the Canvas calendar at least one week in advance. However, papers, quizzes, debates and other assignments that require only the length of one homework assignment do not require one week's notice.
- Major assessments must be completed within the limits of the class format and assignments must be due at the time of the class meeting. For example, with the exception of students with approved accommodations, testing and/or classes cannot start before 8 a.m. or extend into lunch, universal free period, Meditation, etc.
- Students who have more than two major assessments due on the same day may make arrangements with teachers to reschedule one of them. The request must be made at least three days prior to the due date. If a resolution cannot be reached, the student should consult their adviser or the director of studies.

- It is the responsibility of students to manage their time if extensions are granted. Therefore, extended assignments should not preclude completing assignments in other courses.

*Students who have concerns about a course or faculty member should consult with their adviser, the teacher, or, if necessary, the department chair or a dean.*

## **GRADE REVIEW**

We expect students to contact their teacher at any point in the term if they have concerns about their coursework or grades, including the final grade. The teacher can provide feedback, explain expectations, and guide the student on how they can improve their learning and performance. If a student continues to have concerns about their coursework, grades or final grade after discussion with their teacher, the student should discuss their concerns with their adviser. If the student continues to have the concern and the term is in progress, the student should speak with the director of studies. If the continued concern is about the final grade, the student may request a link to a final grade review form from the dean of academic affairs. The final grade review form provides an opportunity to present an explanation of the concern and is sent to the department chair of the course in question and the dean of academic affairs. Any questions about grades may be initiated only by the student and within three weeks of when the final grade has been made available in myExeter. The department chair will make a decision on the final grade. If the student disagrees with that decision, a final decision will be made by the dean of faculty.

**DE-LINKING FROM A TEACHER.** While Exeter makes every effort to meet students' and parents' requests for programs of study, it does not allow students to choose teachers. In rare cases, however, students are permitted to petition not to repeat a teacher in a subsequent term. These requests may be granted only when scheduling and staffing allow and not when involving certain electives, single section courses, or upper-level courses taught only by one teacher.

We believe it is beneficial for students to discuss a concern and/or disagreement with their teachers with the support and guidance of their adviser and/or another trusted adult. If a student feels that there are extenuating circumstances that warrant a student not to repeat the teacher in a subsequent term, the student should talk with their adviser, who can help them through the petition process. Petitions must be submitted at least 10 days before the end of the term. Petitions will be approved only when the department chair and dean of faculty agree that a de-link is the most appropriate solution. If a de-link request is approved, it

will remain in place for the remainder of the academic year in which the request was made. During the summer, students will be asked to talk with their adviser to determine whether the de-link should remain in place for an additional academic year.

## **DISABILITY SUPPORT RESOURCES**

Individuals with disabilities who are otherwise qualified for admission to Phillips Exeter Academy are afforded certain protections under the Americans with Disabilities Act (ADA) and the right to access education programs and services. Accordingly, the Academy provides, with certain limitations, qualified students with disabilities reasonable accommodations that are necessary for an individual student to access our academic and other programs. In order to be considered for accommodations due to a disability, a student must contact Jonathan Nydick, Learning Specialist, and present supporting documentation regarding the student's disability that is current (generally, has been completed within three years) from a qualified, licensed professional who has no personal relationship with the student. The documentation must specify the student's disability and describe, based on specific assessments or evaluations, the student's functional limitations and how the disabling condition currently impacts the student in accessing the Academy's education and programs. In addition, the documentation should include recommended accommodations, as well as a rationale explaining how the recommendation addresses the identified functional limitation(s). All requests for accommodations will be assessed on an individualized basis and the Academy may request updated or additional documentation and seek to speak with the student's providers in order to better understand the student's needs. The Academy will consider the recommendations, but will ultimately determine what accommodations are appropriate, necessary, and can be provided to the student.

Students should submit disability documentation by July 1 to the learning specialist in the Dean of Students Office in order to receive accommodations at the start of the fall term. Students who are diagnosed with a disability during the school year should provide the above-described documentation as soon as possible in order to be considered for accommodations during the year.

If you have any questions about whether your documentation is sufficient, please contact Jonathan Nydick, Learning Specialist, [jnydick@exeter.edu](mailto:jnydick@exeter.edu).

For information on the Academy Tutoring Guidelines, see page 83.

# ATTENDANCE

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## MINIMUM ATTENDANCE POLICY

Students' presence at the Harkness table is an essential component of an Exeter education. As a school, we know that students' contributions at the table are central to their learning progress and the progress of the class. The dean of students may, based on a recommendation from the Academic Advising Committee, withhold credit for a course from any student who has missed more than 20 percent of the scheduled class meetings in a term.

1. In such instances, the student will be notified of the pending decision and may submit a statement for the committee to consider.
2. The committee will review the attendance and academic records, and consult with the adviser, classroom teacher, as well as other groups or individuals as necessary. These may include the department chair, dean of student health and wellness or Health Services.
3. The Academic Advising Committee will make a recommendation to the dean of students, who will consider any additional extenuating circumstances, and make a final decision.
4. The total number of excused and unexcused absences will be considered with regard to this threshold.
5. In cases where health concerns are central to the student's absence from classes, the Dean of Students Office may require a medical leave of absence for a student who misses more than 20 percent of class meetings in two or more courses.

## STATEMENT OF POLICY

1. Students are expected to meet their appointments punctually. Examples of required appointments include classes, assembly, sports, music lessons, advisory meetings, meetings with the scheduler, college counseling programs, certain meetings with the dean of students, and Proper completion of the Orah Pass process. Students who miss a required appointment receive an unexcused absence and risk community conduct action. Students must correct with the Dean's Office any errors in reported unexcused absences within one week of being notified by the Dean's Office.
2. Teachers are expected to report all absences to the Dean's Office within 24 hours. However, only absences reported within one week will be considered unexcused. Once the office receives the

absence report, it may take some time to process the absence notice and forward it to a student. A teacher may not excuse an individual student for nonacademic purposes from any part of a scheduled class. Lates, which are reported at the teacher's prerogative, are counted as absences.

3. Students who are ill and unable to attend their appointments must report within five minutes of the beginning of the class to Health Services, which alone can give excuses from school appointments. If Day Students are at home and unable to attend classes, their parent or guardian must report to Health Services.
4. Students anticipating a conflict with any scheduled appointment should see their adviser and then consult with a dean regarding the petition process. Students should not expect absences to be excused if they do not submit their petition at least seven days prior to the anticipated absence.
5. Students who sleep through two consecutive required appointments may petition the Attendance Committee in writing to combine those into one absence. Only one such combination is permitted per term.

## THE PURPOSE OF THE ATTENDANCE COMMITTEE IS:

1. To hear petitions from students as a final decision on whether a particular unexcused absence counts, and
2. To interview students with excessive unexcused absences and then to determine appropriate consequences. All levels of community conduct responses for unexcused absences short of Community Restoration are levied by the Attendance Committee. Reviews are also administered by the Attendance Committee. The Attendance Committee may recommend a student to the Community Conduct Committee for a Level Two or Level Three case.

## ATTENDANCE COMMITTEE PROCEDURES

1. Students receiving four unexcused absences within a term will be placed on Restrictions for two weeks (see Restrictions, page 34).
2. The second consecutive term of Restrictions for absences will result in Restrictions for three weeks.

3. Students are required to meet with the Attendance Committee when they:
  - a. Acquire five or more unexcused absences within a term
  - b. Have had three or more consecutive occasions of attendance difficulty, without a term off from attendance action; or
  - c. Have been placed on Restrictions for absences on five separate occasions.

### **ATTENDANCE COMMITTEE RESPONSES**

In the above situations, the possible Attendance Committee responses include, but are not limited to:

- Three weeks of Restrictions
- An extension of Restrictions
- Restrictions with Review (see Restrictions with Review, page 34)
- Recommendation to the Community Conduct Committee for a Level Two or Level Three case
- Recommendation that the deans consider referral to the Academy Student Assistance Program, a medical leave, or other health intervention

The Attendance Committee may strengthen its responses with additional expectations that will foster reflection, extend learning, encourage reparation in the community, and/or maintain or improve well-being.

Students who have been referred to the Community Conduct Committee for a Level Two case must appear before the committee with their adviser. The committee will hear the student's factual statement, teacher comments and the recommendation from the Attendance Committee. After talking with the student, the committee will hear the adviser's recommendation.

After a student has been placed on Community Restoration or Probation for unexcused absences and continues to accumulate excessive unexcused absences, the student may appear before the Community Conduct Committee with the possibility of a Requirement to Withdraw decision.

### **ATTENDANCE COMMITTEE COMPOSITION, FUNCTION AND JURISDICTION**

The Attendance Committee consists of a chair and four voting members. Most recently, the chair has been the dean of student health and wellness. The four voting members are two appointed members of the faculty and two students. The faculty members are appointed by the dean of faculty.

Each spring, the Student Council president nominates three uppers as candidates; the Attendance Committee selects two of those candidates to serve for one year. Faculty members have served for varying lengths of time, with two years being the norm.

### **CLASS SCHEDULES**

1. Students may not be excused by any teacher for nonacademic purposes from any part of a scheduled class or required appointment. Students are obligated to attend all classes and other required appointments, unless they are in the health center or have submitted a petition to miss classes and have been approved by the Dean of Students Office (see Petitioning, page 70).
2. An instructor may not excuse an individual student for nonacademic purposes from any part of a scheduled class. On days before vacations and holidays, and at the end of a term, instructors may not omit classes or make changes in regular class hours. An instructor may not change class meeting times without faculty permission through the head of the department.
3. To view the daily schedule and related information for the current term, please go to myExeter> My Day> Schedule, or myExeter> Profile> Schedule to View Full Schedule.

# DRESS CODE

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Phillips Exeter Academy requires that its students remain in clean and neat attire during all required academic and administrative appointments. Because fashions change rapidly, members of the community should keep in mind that the purpose of the dress code is to reflect the discipline and seriousness of purpose we associate with academic pursuits and other occasions requiring dress code attire. This principle governs any question about an item of dress deemed inappropriate, but not specifically listed in the code.

This attire is defined as follows:

- Dress shirt
- Sweater
- Turtleneck
- Dress
- Ethnic or religious attire

General Guidelines:

- All hemlines must be at least fingertip length.
- All clothing must be clean and in good repair.
- No hats, athletic wear (e.g., sweatshirts, T-shirts), strapless tops or tops with straps less than two inches wide, or apparel that reveals the midriff, buttocks or chest.

# COMMUNITY CONDUCT SYSTEM

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The primary goals of the Academy in its community conduct system are to educate students and to treat them fairly when rules are broken. Students are asked to account for their choices, and consider how they might learn from the experience, make amends, and reestablish trust. Parents/guardians are asked to support their child, but they do not have any formal role in the community conduct system. The Academy is a private school and, as such, its community conduct system may differ from public school or official government processes. For example, the community conduct system is not intended to be a “trial” as contemplated by a court system, and formal rules of evidence do not apply. A cornerstone of the Academy’s process is that the faculty, not the administration, has authority in the operations of the community conduct system. This authority is delegated to a faculty committee, which is supplemented by four nonvoting student members when considering Level Two or Level Three cases. The full faculty is notified of pending Level Two and Level Three cases, invited to submit comments about students who will meet with the committee, and informed of community conduct responses at every level. Depending on the outcome of the community conduct process, a diploma may not be awarded. Students should be aware that the principal also may withhold a student’s

diploma. Students also should be aware that some violations of school rules also constitute violations of state and federal laws, and under such circumstances, the Academy will meet its reporting requirements to authorities. (See New Hampshire State and Mandatory Reporting Laws, pages 39–40.)

## EXCEPTIONS

*Off-Campus Programs: The authority is delegated to the director of such programs. (See Community Conduct in Off-Campus Programs, page 35.)*

*Misconduct Review: Responses to allegations of sexual misconduct are addressed through the misconduct review process, which differs from the standard community conduct process, but may also result in any level of conduct response up to and including Requirement to Withdraw from the Academy. Under other circumstances, including cases involving harm to others or potential threats to the community, and in cases where law enforcement or other government agencies may conduct an official investigation, the principal has the discretion to refer specific cases of student misconduct to this process (see page 49).*

## MAJOR OFFENSES

A student may be dismissed from the Academy at any time for committing or attempting to commit any of the following offenses, including when it is a first offense:

1. Bullying, hazing and harassing other students (see Definitions, pages 36–37).
2. Sexual misconduct (see Definition, page 48).
3. Dishonest acts of any kind, including academic dishonesty. (see Honesty, Academic Honesty, page 36).
4. The purchase, possession, use or distribution of:
  - a. Any illicit or illegal drug, including marijuana, marinol, and all other forms of cannabinoids or their derivatives.
  - b. Any prescription drug in a manner not consistent with the instructions of the prescribing physician.
  - c. Legal over-the-counter drugs, or “homemade” preparations or remedies, for purposes other than legitimate medical treatment.
  - d. Prescription or over-the-counter pharmaceuticals in a form that would not normally be purchased.
  - e. Possession of paraphernalia that are customarily used for illegal drug use or drug abuse will be considered a violation of this rule.
5. Leaving Exeter vicinity without permission.
6. Absence from the dorm without permission after reporting hours and before 6 a.m.
7. Purchasing, possessing, drinking or being under the influence of alcoholic beverages, or the possession of empty alcoholic beverage containers.

In addition:

- The faculty may also dismiss a student for:
  - Violating or attempting to violate, or choosing to remain present during the violation of, any other rules and regulations of the Academy;
  - Unsatisfactory conduct;
  - A generally unsatisfactory record;
  - Failing Probation review;
  - Or conduct injurious or dangerous to the student, to the Academy or to others.

- Students who choose to remain present when alcohol, other drug, or bullying, hazing and harassing rules are being broken may be subject to Level Two or Level Three action.
- Students who approach a faculty/staff member to seek non-disciplinary response (NDR) (discussed on page 51) will not be subject to community conduct action for having chosen to remain present during a rule violation related to that report.
- The Academy expects students who are away from campus to behave as they are required to on campus. The Academy may hold students accountable for their off-campus and online conduct in appropriate ways, including a community conduct response.
- Throughout *The E Book* there are additional references to misconduct that may result in community conduct action, including Requirement to Withdraw. Each student is responsible for reading *The E Book* and for complying with the Academy’s rules and regulations. Failure to be aware of and understand the rules included in *The E Book* is not a defense to community conduct action.

## COMMUNITY CONDUCT PROCESSES

In any case involving direct observation of or material evidence of a major offense; violation of a rule regarding weapons, explosives, or fire safety; potential or actual harm to others; and violations of other school rules:

1. The adviser, faculty or staff member concerned must report the violation to a dean.
2. The faculty or staff member must both report the violation to the student’s adviser and make any mandated reports required by law.

In all cases to be addressed by the Community Conduct Committee and not covered by the exceptions listed above (off-campus programs and misconduct review), the dean will require the reporting faculty/staff member and the student to prepare a written narrative, a factual statement, about the case. The student is not obligated to implicate anyone else. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students’ own statements may be used against them. A student must provide a factual statement and cooperate in the community conduct process; failure to do so may be cause for community conduct action. After investigating the case and consulting with the chair of the Community Conduct Committee, the dean decides whether the case warrants community conduct action and, if so, determines whether it should be considered a Level One, Two or Three case.

Once a community conduct investigation has begun, a student's parents/guardians may decide to withdraw the student from the Academy and waive the right to appear before the Community Conduct Committee. The student's case will still be heard by the Community Conduct Committee. If the committee decides to require the student to withdraw from the Academy, the student's transcript will reflect that decision, and if the committee decides something different, the transcript will read "Withdrawn."

### **Level One Community Conduct Cases**

If a student has violated a minor-level rule, the case will typically be addressed as a Level One case. In Level One cases, students may meet with the dean or appear before the Community Conduct Committee. The dean receives the reporting faculty/staff member's written statement, the student's written narrative and the adviser's recommendation for action. When the infraction is minor, the dean and chair of the Community Conduct Committee, in consultation with the adviser, may place a student on Dean's Warning, Restrictions, or Restrictions with Review without bringing the case to the committee.

When the infraction is more concerning or consequential, the case is brought to the Community Conduct Committee, which is composed of nine faculty members: eight voting members and a chair, who votes only in the event of a tie vote. The chair first reads aloud the reporting faculty member's statement, the student's narrative and the adviser's recommendation. The committee then reviews the student's academic and conduct record. After hearing the case, the committee determines whether the student has committed the offense as charged. If the student is found to have committed the offense, the committee decides on the most appropriate action. If the committee believes it prudent to meet with the student and adviser before making their decision, they can require such a meeting. If the committee decides that the charge is not accurate, or the offense is too serious for Level One action, the committee may vote to move the case to Level Two or Level Three.

### **Level Two and Level Three Community Conduct Cases**

Levels Two and Three are used when there has been a violation of a major rule, a fire safety violation, repeated minor infractions, recommendations from the Attendance Committee, and a failure of the review for Restrictions with Review.

Level Three is utilized for a student's second (or more) major case; when more than one major rule has been violated; when the offense threatened or caused direct harm to a community member(s) or the school; for

more serious safety concerns, including some fire safety offenses; and for any more serious violations of a major rule.

In Level Two and Level Three cases the student and adviser must appear before the Community Conduct Committee unless the student waives the right to appear before the committee by withdrawing from the Academy. The Dean's Office formulates in writing the specific charges that will be considered by the Community Conduct Committee for action, and furnishes the student with a copy. A dean then presents the case to the committee.

For Level Two and Level Three cases, the Community Conduct Committee is composed of nine faculty members plus four nonvoting student members. The student may have another student and/or an adult who is an Academy employee who is not a member of their family, appear on their behalf. With everyone present before the committee, the chair first presents the student's academic and community conduct record, and then reads aloud the reporting faculty member's statement and the student's written narrative. The student may present additional evidence and is allowed to hear all pertinent factual information presented to the committee. The student may opt to read to the committee a separate personal statement (distinct from the written narrative referred to above) that provides relevant context and addresses the following:

- The student's understanding of the applicable rule(s);
- The impact of the rule violations on the student, on others, and on the community;
- An action plan for reflection, extending the student's learning, making amends and restoring the student to good standing in the community; and
- If applicable, a plan for maintaining or improving the student's well-being.

After answering questions from the committee, the student then leaves the meeting room and waits outside. In turn, the student's friend(s) and adviser discuss the case with the committee, then leave the meeting room and wait outside. The statement(s) of the student's friend(s) should be limited to five minutes or 750 words in length. The adviser should include an overall description of the student's citizenship in the community, which should incorporate input from the faculty/proctor team when applicable.

Prior to the meeting, members of the committee will read the comments submitted by members of the faculty, note points of particular relevance or salience, and cite these during the committee's discussion.

After hearing the case, the committee determines whether the student has committed the offense as charged. If the committee changes the charge(s) formulated by the Dean's Office, the student shall be informed and given an opportunity to respond to the new charge(s). If the student is found to have committed the offense, the eight voting members of the committee then decide on the most appropriate conduct action. In the process of reaching a decision, the first motion must be for the most serious response allowed for that level (Level Three: Requirement to Withdraw; Level Two: Community Restoration; Level One: Restrictions with Review). When a motion fails, the next motion is for the next lower response. In the event of a tie vote, the motion is immediately reconsidered. If the vote is again tied, the motion fails. After a motion passes, a dean will then promptly inform the student of the approved motion and the rationale for the committee's decision.

While we understand the importance of peer and community support, we need to minimize disruption to the community during community conduct meetings. Peers, other than the student friend, are not allowed to wait outside the Community Conduct Committee meeting space while the committee meets with the student and deliberates the case.

### COMMUNITY CONDUCT COMMITTEE RESPONSES

In Level One cases, the Community Conduct Committee (or the dean and the chair of the committee when acting on behalf of the committee) has three responses from which to choose: Dean's Warning, Restrictions, or Restrictions with Review. In Level Two cases, the committee may choose Dean's Warning, Restrictions, Restrictions with Review, or Community Restoration. In Level Three cases, the committee may choose Dean's Warning, Restrictions, Restrictions with Review, Community Restoration, Probation, or Requirement to Withdraw. Except in cases referred to the Misconduct Review process or in the case of off-campus programs, no student will be placed on Community Restoration or Probation, or be Required to Withdraw, without the opportunity to appear before the Community Conduct Committee.

1. *Dean's Warning*, a formal censure to express concern about the student's behavior. The student will meet with the dean to discuss the student's choices and their outcomes.
2. *Restrictions*, lasting three weeks, impose certain limitations on a boarding student's activity:
  - a. The student must check in at the dormitory every night, including Saturday, at 8 p.m. After check-in on school nights, juniors and lowers are expected to observe study hours in their own

rooms and not visit in the common areas with friends outside the dorm. Uppers and seniors may visit in the common areas until 9 p.m. at the discretion of the dorm faculty.

- b. A student on restrictions for a visitation violation may not request or be granted room visitation permission.
- c. The student will not be granted Orah Passes, except during the long weekend during fall term, or if an exception is granted through a timely petition to the deans. Students may not leave town except for team or other events at which they are representing the school (e.g., Exeter Choral Union or athletic team).
- d. The student must petition the deans to leave the dorm after 8 p.m. for anything other than a previously scheduled academic appointment.

Day students on restrictions should be home every night by 8 p.m.

3. *Restrictions with Review*, lasting four weeks, imposes the same limitations as Restrictions and, in addition, requires Review at the end of the four-week period. For Review, the student submits a written evaluation of the behavior that caused the community conduct response. At the same time, the adviser submits a letter recommending the advisee either pass or fail Review. For some reviews, the Community Conduct Committee may choose to meet with the student and the adviser. If the student fails Review, the Community Conduct Committee will decide either (a) that the case will be moved to Level Two or Level Three, or (b) that there be a second Review after an additional three-week period without the limitations of Restrictions.
4. *Community Restoration*, lasting 10 weeks, imposes the same limitations as Restrictions for the first five weeks. The student is expected to use this 10-week period to reflect and fully commit to meeting the standards of the Academy. The student's behavior and progress will be assessed by the dean at the midpoint. As part of this review, the Dean's Office will collect statements from the student's current instructors and adviser. The dean will meet with the student to review progress in meeting the expectations of Community Restoration. The information collected for the midpoint review will be part of the overall assessment of the student at the 10-week review.

At the end of the 10 weeks, the the student and adviser will appear before the full Community Conduct Committee. The student will be expected to 1) reflect upon the behavior that had resulted



in being placed on Community Restoration, 2) demonstrate their progress with reflection, learning and rebuilding trust, and 3) present reasons for the faculty to permit the student to be relieved of community conduct action. The adviser, after consultation with the faculty/proctor team for boarding students, will share an assessment of the student's progress with the committee. Written reports will also be submitted by the student's instructors. The student may, in addition, submit a report from a chosen faculty member. After consideration of the reports and conversations with the student and adviser, the committee will decide either: 1) that the student passes the review, 2) that the review should be extended for one additional three- to five-week review period, or 3) require the student to return to meet with them for a Level Three case.

5. *Probation*, lasting 12 weeks, imposes the same limitations as Restrictions for the first five weeks. Probation provides a step short of separation from the school for community conduct reasons. It indicates that the student's position in the school is insecure; it also gives the student a period of time to commit to meeting the standards of the Academy and therefore be allowed to remain. The student's behavior will be reviewed by the dean at the midpoint of Probation. As part of this review, the Dean's Office will collect statements from the student's current instructors and adviser. The dean will meet with the student to review progress in meeting the expectations of Probation. The information collected for the midpoint review will be part of the overall assessment of the student at the 12-week review.

At the end of the 12 weeks, the student and adviser will appear before the full Community Conduct Committee. The student will be expected to 1) reflect upon the behavior that had resulted in Probation, 2) review the work done while on Probation to restore the student to good standing in the community, and 3) present reasons for the faculty to permit the student to remain at the Academy. The adviser, after consultation with proctors and other faculty in the dormitory, will make a recommendation to the committee. Written reports will also be submitted by the student's instructors. The student may, in addition, submit a report from a chosen faculty member. After consideration of the reports and conversations with the student and adviser, the committee will decide either that the student passes Probation review or is Required to Withdraw.

6. *Requirement to Withdraw* indicates the student is no longer a member of the school community and will be expected to leave the campus as soon as possible, generally within 24 hours of the decision. For cases where Requirement to Withdraw is a

possible outcome, a parent or guardian is asked to be on campus to support the student. If a parent or guardian is not present, and a boarding student is Required to Withdraw, the student will remain in the health center until a parent or guardian is able to come to campus and pick them up. Students who are Required to Withdraw may not return to campus for one year without the prior written approval of the Academy. This restriction may be extended beyond one year for cases that involve threats or harm to individuals or the school.

Please note:

- The Community Conduct Committee may strengthen all responses, with the exception of Requirement to Withdraw, with additional expectations that will foster reflection, extend learning, encourage reparation in the community, and/or maintain or improve well-being.
- Normally, a student under community conduct or scholastic action of any kind may represent the school as a member of an Academy organization.
- If a senior is placed on Community Restoration or Probation within four weeks of graduation, the Community Conduct Committee may vote to withhold that student's diploma until after graduation and/or prohibit the student from participating in graduation activities and ceremonies, and require the student to leave campus directly after the end of spring term classes.

### DEAN'S LEAVE

A dean may, for any reason deemed appropriate, require a student to reside in the Health and Wellness Center or to leave campus temporarily; remove a student from a dormitory; or order that the student not enter upon the premises of the Academy and require the student to return home. The length and conditions of the Dean's Leave will be set by the dean of students. Dean's Leave status will be noted on the student's transcript.

### COMMUNITY CONDUCT IN OFF-CAMPUS PROGRAMS

Community conduct decisions in off-campus programs that award academic credit will be made by the program directors. In determining responses for the violation of any rule, the program director has broad discretion in determining and imposing appropriate sanctions. Probation or Requirement to Withdraw, however, will be imposed by the program director only after consultation with and concurrence by the Academy's dean of students. Requirement to Withdraw from the off-campus program also means Requirement to Withdraw from the Academy.

Students who participate in programs during Academy breaks are held to the same standards as those participating in other off-campus programs. Most community conduct concerns will be referred to the Dean of Students Office for review after the student returns to campus, but immediate responses including requirement to leave the program may be imposed by the program faculty, in consultation with the dean of students. If a student is asked to leave a break program, that alone will not constitute a Requirement to Withdraw from the Academy.

The dean of students, the Community Conduct Committee, the faculty, and the student's parents/guardians will receive formal notification of any community conduct decision.

### HONESTY

One of the most celebrated ideals by which members of the Academy community seek to live is found in John and Elizabeth Phillips' Deed of Gift: "...though goodness without knowledge is weak and feeble, yet knowledge without goodness is dangerous, and that both united form the noblest character, and lay the surest foundation of usefulness to mankind." It is in the spirit of this ideal that faculty, staff and students come together each fall, and in which the community sends graduating seniors off each June. Honesty stands at the core of this ideal. Without a culture of honesty, community and the trust that supports it cannot thrive. It is for these reasons that *The E Book* lists "dishonest acts" as offenses for which a student may be dismissed from the Academy.

### ACADEMIC HONESTY

The Academy expects academic honesty from all Exonians. Students who have questions about plagiarism or other forms of academic dishonesty should always ask their teachers for guidance. In addition, students will find a thorough explanation of plagiarism, the academic honesty statements provided by academic departments, and tutorials about academic honesty on the Exeter library website: <https://libguides.exeter.edu/CopyrightandPlagiarism/plagiarism>. Students should also review the Tutoring Guidelines, page 83).

Faculty members who suspect cases of academic dishonesty must report their suspicions to their department chair. After their meeting, if the chair or teacher continues to suspect that academic dishonesty has occurred, they will determine who will discuss the concern with the student. The teacher must notify the dean of residential life, who will conduct a community conduct investigation. The dean of residential life will consult with the chair of the Community Conduct Committee and the dean of academic affairs to determine whether academic dishonesty has occurred. If it cannot be determined that academic dishonesty has occurred, no further community conduct action will be taken. If it is determined that academic dishonesty has occurred, the dean of residential life, the chair of the Community Conduct Committee and the dean of academic affairs will decide on a Level One response, or if a Level Two or Three community conduct case will be heard by the Community Conduct Committee.

## BULLYING, HAZING AND HARASSMENT

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Bullying, hazing and harassment of other students are not permitted at the Academy. The overall purpose of this rule is to provide, in both a residential and day student environment, a measure of safety and civility upon which all members of the community can depend. Although specific behavior can be prohibited, a spirit of generosity and respect toward others cannot be legislated. It is a matter of experience, intentions and intuition. One of the goals of the Academy community is to encourage the development of good judgment and character in such matters, and students for the most part reflect these qualities. When they do not, the school must sometimes act to protect other students. When individuals or groups step over a boundary and jeopardize the well-being of other students, intentionally or unintentionally, they are liable for community conduct action.

Although it is impossible to list all such activities, some examples will serve as a guide. Harassment or ridicule, such as the use of an offending nickname, is always inappropriate. Disparaging remarks about racial, sexual, religious, physical or other identities or characteristics are inappropriate. Students also need to be mindful of their treatment of others in their digital communications or postings. Whether intended to be humorous, anonymous or private, the impact on others is of the highest concern. Activities that take place as part of an unofficial rite of student-to-student initiation are also forbidden. Examples of such activities would include raiding students at night, using coercion or physical force against a student, blindfolding or covering another's eyes as part of such events, vandalizing or trashing a room, an organized "silent treatment" or requiring menial labor of other students.

Such treatment is forbidden at any meeting of a dorm, team or other group, or within any part of their work or communications including posts on social media or on group texts. Students must obtain permission from a faculty member before holding a dorm, team or group meeting or establishing group social media sites or groups. When in doubt, students should always ask a faculty member for assistance in determining whether a particular activity is permitted.

Private chat groups are actually never “private.” Chat group members can make their contents public at any time. Students are liable for what can be reasonably construed as threats, bullying, hazing or harassment in such posts.

### **BULLYING**

Bullying refers to a single significant incident or a pattern of incidents involving written, verbal or electronic communications, or physical acts or gestures, or any combination thereof, directed by one or more students at another student, when such incidents physically harm a student or damage the student’s property, cause emotional distress to a student, interfere with a student’s educational opportunity, create a hostile educational environment, or substantially disrupt the operation of the school.

Bullying typically involves a real or perceived imbalance of power based on a student’s actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student’s association with another person and based on the other person’s characteristics, behaviors or beliefs.

Also prohibited in this policy is cyberbullying, a form of bullying that is conducted through phones, computers, email, instant messaging, text messaging, social media and other electronic media.

### **HAZING**

Hazing, as defined by New Hampshire law (RSA 631:7), includes any act directed toward a student, or any coercion or intimidation of a student to act or to participate in an act, when such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and such act is a condition of initiation into, admission into, continued membership in or association with any organization. Please note that New Hampshire law requires hazing incidents to be reported to local law enforcement. Students who participate in, witness or are victims of hazing are mandated to make a report, as are all employees of the Academy, should they have knowledge of a hazing incident. A report should be made to the dean of students, to Campus Safety or directly to the police. Any reports received by the dean or Campus Safety will be reported to the police.

### **HARASSMENT**

Harassment refers to unwelcome conduct or behavior that is personally offensive or threatening and that has the effect of impairing morale, interfering with a student’s educational performance, or creating an intimidating, hostile or offensive educational environment. Harassment is defined in the Community Conduct and Discrimination Policy (see page 44).

Any bullying, hazing or harassment conduct that constitutes child abuse and/or a violation of New Hampshire’s Safe School Zones Act (see page 40) will be reported to the appropriate authorities as required, including the New Hampshire Division for Children, Youth and Families and the police. Please be aware that any person under the age of 18 is considered a “child” under New Hampshire law.

## **ALCOHOL AND DRUGS**

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### **ALCOHOL AND DRUGS**

The Academy believes that the use of alcohol or other drugs by students interferes with healthy adolescent development. The Academy also has an obligation to abide by state and federal laws and to require its students to do the same (see New Hampshire State and Mandatory Reporting Laws, specifically Controlled Drug Act and Drug-Free Zone law, page 39). If a student

is discovered using, purchasing, possessing or selling alcohol or other drugs, the case will be treated as a major offense. In addition, students who choose to remain present when alcohol and other drug rules are being broken may be subject to a Level Two or Level Three community conduct response.

## **CBD PRODUCTS**

Cannabidiol (CBD) is not regulated by the FDA and has not been tested in pediatric and adolescent populations. The Academy discourages the use of CBD in any form. For more information, please consult the school's CBD Position Statement, available at the Lamont Health and Wellness Center.

## **TOBACCO, NICOTINE AND VAPING**

Because of the health hazards accompanying the use of tobacco, nicotine, and vaping of any substances, the Academy prohibits possession and use of all nicotine and tobacco products as well as all smoking and vaping delivery systems, including but not limited to vaporizers and e-cigarettes. Students seeking to quit using tobacco or nicotine may be allowed to use nicotine patches or gum if under the care of a licensed health provider.

# **OTHER PROHIBITED ACTIVITIES**

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The adviser, faculty or staff member concerned must report the violation of the following to a dean.

## **GAMBLING**

Gambling for money or anything of monetary value is prohibited.

## **FIRE SAFETY AND FLAMMABLE MATERIALS**

Given that the Academy is a residential community, and considering the inherent danger of fire in such a community, the school takes fire safety very seriously. That concern starts with student behavior, especially in the dormitories.

- No student in an Academy dormitory or other school building may have an open flame; use matches or a lighter; burn candles of any kind, including birthday candles; light incense; or use any device that produces a flame. (The exception to this policy is the use of open flames in the Science and Art departments under the supervision of instructors.)
- Students may not use or have in their possession hot pots, immersion heaters, firecrackers or explosives of any kind.
- Highly flammable materials such as paint removers, lacquers, gasoline and other fuels may not be stored or used in an Academy dormitory or other school building.
- Students should not tamper with or impede fire safety equipment. This includes the discharging of a fire extinguisher for any other purpose than fire suppression, tampering with smoke detectors, or hanging clothing or other items from room sprinklers.

- The use, possession or storage of battery-powered electric scooters, bicycles, skateboards and hoverboards is prohibited on Phillips Exeter Academy property and in Academy buildings. These devices present safety hazards to pedestrians on campus, and the storage and charging of lithium-ion batteries in Academy buildings represent a serious hazard.

Students who violate the Academy's fire safety rules typically meet with the Community Conduct Committee for a Level Two or Three case.

## **WEAPONS**

Students are not permitted to use or to have custody of edged weapons, firearms or air guns of any sort, including BB guns. Possession of any toys, props or replicas that could be confused with actual weapons is also prohibited.

Be aware that arson and unlawful possession or sale of a firearm or other dangerous weapons is criminal conduct that the Academy must report to the police and will be a Level Three community conduct case.

## **FALSE IDENTIFICATION**

The purchase, possession, production, distribution or use of false identification is prohibited.

## **TECHNOLOGY**

Please see additional prohibited activities regarding Academy technical resources in the Acceptable Use Policy (see page 71).

# NEW HAMPSHIRE STATE AND MANDATORY REPORTING LAWS

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Phillips Exeter Academy students are members of the larger communities of the Town of Exeter and the State of New Hampshire, and therefore are subject to all local, state and federal laws. Students who are 18 years or older, in the State of New Hampshire, are considered adults. The following laws are of particular concern to students attending the Academy. Some laws mandate that law enforcement and/or the Division for Children, Youth and Families (DCYF) be contacted if certain events take place. Violations of such laws may result in Academy community conduct or misconduct review action, as well as a mandated report to the appropriate law enforcement authority and/or DCYF; this may be true even if a student has received a non-disciplinary response. When such violations are reported to local law enforcement or to DCYF, students and their actions may be the subject of an investigation by one or both of these agencies. We encourage parents/guardians to discuss these matters with their children.

New Hampshire's reporting laws legally obligate educators and employees who work in educational institutions to report instances of child abuse, hazing, and other criminal acts of theft, destruction or violence in a Safe School Zone. In New Hampshire, any public or private school is designated a Safe School Zone and is subject to notification rules. In accordance with the Safe School Zones Act, the Academy is also a signatory to a Memorandum of Understanding (MOU) with the Exeter Police Department (see page 92). The goal of the MOU is to ensure compliance with New Hampshire's mandatory reporting laws while furthering cooperation and collaboration between the Academy and the Exeter Police Department in providing a safe and healthy school environment for students, faculty, staff, visitors and other members of the local community.

**ALCOHOL (NH RSA 179).** It is against the law for any persons under the age of 21 years to possess any alcoholic beverage, attempt to purchase alcoholic beverages, and/or falsely represent their age for the purpose of procuring an alcoholic beverage.

**CHILD ABUSE (NH RSA 169-C).** Any person having reason to suspect that a child under 18 years old has been abused or neglected is required to report that suspicion to the New Hampshire Division for Children, Youth and Families. Any faculty, staff or other adult who has reason to suspect that a student or other child has been abused or neglected either on campus or elsewhere must

report their suspicion promptly to the dean of students or the director of student well-being and to DCYF. The dean of students or the director of well-being may assist with the report to DCYF. If the abuse or neglect constitutes assault, or sexual abuse or assault (including "sexting," described below), or is otherwise required to be reported to the Exeter Police Department pursuant to the MOU, a report must be made to the police. In some cases, an investigation by these state and local entities will be prompted by the report. The Academy will fully cooperate with authorities in all investigations. After a mandatory report is made to authorities, the Academy will not investigate further unless and until the authorities indicate that an investigation is permissible. Knowing failure to report as required under the Child Protection Act is a violation of Academy policy and a violation of the law.

**CONTROLLED DRUG ACT (NH RSA 318-B).** This law makes it unlawful for any persons to manufacture, possess, have under their control, sell, purchase, prescribe, administer, or transport or possess with intent to sell, dispense or compound any controlled drug, controlled drug analog, any preparation containing a controlled drug, or any drug represented to be a controlled drug or controlled drug analog. In addition, it is illegal to obtain or attempt to obtain a controlled drug through fraud, deceit, misrepresentation, subterfuge, or forgery or alteration of a prescription. The classification of controlled drugs under this act includes marijuana. The Academy is required to notify local law enforcement if this law is violated on campus.

**DRUG-FREE ZONE (NH RSA 193-B).** The state of New Hampshire has adopted a Drug-Free Zone law, which is applicable to both public and private schools, including Phillips Exeter Academy. Under this law, any person who manufactures, sells, prescribes, administers, dispenses or possesses with the intent to sell, dispense or compound any controlled drug or its analog in a Drug-Free Zone will be subject to strict mandatory penalties, including imprisonment and fines. A Drug-Free Zone is defined as an area inclusive of property used for public and private school purposes and within 1,000 feet of such property, and within or immediately adjacent to school buses. The Academy is required to notify local law enforcement if this law is violated on campus.

**HAZING (NH RSA 631:7).** Hazing is defined by New Hampshire law as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in an act, when such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and such act is a condition of initiation into, admission into, continued membership in or association with any organization. All students or other persons who knowingly submit to hazing or are present at student hazing are required to report it to the dean of students or to the police. All Academy employees, including faculty and administration, are required to make a report to the dean of students or to the police if they observe hazing or have knowledge of it by a report or otherwise. The dean of students will notify law enforcement of any hazing report received. Knowing failure to report hazing as required by law is a violation of Academy policy and the law.

**PORNOGRAPHY AND HATE MATERIALS.** Students should be aware that they are subject to several state and federal laws concerning pornographic and hate materials, and that one particular New Hampshire state law (NH RSA 649-A) specifically prohibits the possession (including photographs, publications, electronic material, videos and films) of any pornographic image that includes a person under the age of 18. The Academy is required to notify local law enforcement if this law is violated on campus.

**SAFE SCHOOL ZONES ACT (RSA 193-D).** Under the Safe School Zones Act, the Academy campus is a Safe School Zone. Academy employees who witness or have information from the victim of an act of theft, destruction or violence in a Safe School Zone must immediately report that act to a supervisor. Reportable acts include, but are not limited to, the following: homicide, assault, sexual assault, criminal mischief, unlawful possession or sale of a firearm or other dangerous weapon, arson, burglary, robbery, theft (over \$500), illegal possession or sale of a controlled drug under RSA 318-B, and criminal threatening under RSA 631:4. Academy employees who witness or have information from the victim of any such acts must immediately submit a report in writing to a supervisor. The supervisor must immediately forward the report to the dean of students or the Principal's Office, who must then file it with the Exeter Police Department. Knowing failure to report as required under the Safe School Zones Act is a violation of Academy policy and a violation of the law.

**SEXTING.** Students should be aware that sending, sharing, viewing or merely possessing sexually explicit photos, images and messages, text messages, emails, or other materials via a computer, digital device or cell phone (commonly known as "sexting") may subject a student to criminal charges under federal and state laws. The types of crimes that can be implicated by sexting include child pornography, obscenity laws, harassment, indecent exposure and endangering the welfare of a child. In addition, using a digital device or computer to solicit a minor under the age of 16 to meet up with the intent to engage in a sexual act (such as intercourse or oral sex) can also lead to criminal charges, even if it is mutually voluntary between the two students. If convicted of certain sexting-related crimes, a student could be required to register as a sex offender. Sexting activity may trigger mandatory reporting to DCYF and the police. The Academy does not tolerate sexting activity and it is cause for community conduct or misconduct review action up to and including Requirement to Withdraw. If sexting is suspected, the Academy can seize a student's cell phone, computer or other electronic device, and will turn over the device to law enforcement authorities. Any student with questions or concerns about sexting, such as being the unwitting recipient of a sexual image, should speak with the dean of students or another school administrator.

**SEXUAL ASSAULT.** Sexual assault is defined by the Academy's Sexual Misconduct Policy (see page 48). The Academy is required to notify local law enforcement if a student is sexually assaulted or reports that they have been sexually assaulted. If the child is under 18, a report also must be made to DCYF. The Academy also is required to notify DCYF and/or local law enforcement if a student reports a sexual assault that occurred in the past.

**TOBACCO (NH RSA 126-K:6).** New Hampshire state law prohibits people under the age of 21 to possess, purchase or use any tobacco products and devices (including e-cigarettes devices and liquid nicotine). This law also states that a person under 21 may not misrepresent his or her age for the purpose of purchasing tobacco products and devices.

# SEEKING HELP

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The Phillips Exeter Academy community encourages students to seek advice and support from adults they trust and respect. The faculty and staff view these conversations with students as vital to maintaining a caring culture that guides healthy development and fosters an atmosphere of trust in our community.

The Academy believes that students should be guided by their obligation to and respect for other members of the community in seeking the best possible help for themselves and others. Students, faculty and staff should inform themselves fully about the Academy's Non-Disciplinary Response Policy and should make certain they understand the options contained in it.

## SEEKING HELP FOR HEALTH CONCERNS OR PAST RULE VIOLATIONS

In a non-disciplinary situation (one in which school rules are not currently being broken and no disciplinary investigation is underway), a student may request a non-disciplinary response (NDR) to freely seek guidance from a faculty or staff member in order to resolve a problem. A student may disclose the past violation of a school rule, including the use of alcohol or other drugs, during such a discussion. No Academy community conduct consequences will result from that conversation. Faculty and staff will honor the anonymity of the student and not share any matter brought to them during such a conversation unless they need to seek additional guidance to help the student. The seeking of such guidance will occur only after consultation with the student. Parents/guardians should not be notified of information gained through such a conversation without the student's consent, unless there is danger of physical or emotional harm to any person. Such notification of parents/guardians will occur only after consultation with the student or students concerned. The law mandates notification of state authorities in specific cases, including those involving child abuse or neglect, hazing, and acts of theft, destruction and violence in a Safe School Zone.

Note that "non-disciplinary" does not mean "without consequences." For example, disclosures about alcohol and other drugs are often followed by referrals to the Academy Student Assistance Program (ASAP). Students with questions about possible consequences following a non-disciplinary response can always contact the Dean of Students Office (603-777-3411) or Counseling and Psychological Services (603-777-3420) by phone and request to speak with the dean-on-duty or the counselor-on-call anonymously.

To help a particular student obtain guidance in a non-disciplinary situation, a faculty or staff member may initiate a conversation about a concern with a student and offer a non-disciplinary response. A student thus approached is under no obligation to offer information to that adult. This policy is not intended to limit the relationship between proctors and faculty in a dormitory.

## SEEKING HELP FOR SITUATIONS INVOLVING SUBSTANCE USE OR MEDICAL EMERGENCIES

1. In a community conduct case, there may be reasons for medical concern about a student who is involved in the community conduct incident but who was not observed by a faculty/staff member. (The term "faculty/staff member" here is understood to include adults to whom supervision of Academy students has been assigned.) Information obtained from other students may be used to help such a student or students receive medical care. Students who receive such care will be referred to the Academy Student Assistance Program (see page 7 and page 42) without community conduct consequences, and their parents/guardians and advisers will be contacted. Students whose violation of school rules was discovered by a faculty/staff member and who provide information to help other students will not be exempt from community conduct consequences that arise from their own participation in the rule violation.
2. During an episode of drug or alcohol violation currently underway, a student may take the initiative to seek help for themselves or peers by disclosing information to an Academy employee (e.g., faculty/staff member, Campus Safety) or by contacting any medical professional (e.g., calling 911, going to the health center). No community conduct consequences will result from that conversation unless a faculty or staff member has already observed or has obtained material evidence of a violation. The faculty/staff member involved in such a conversation must refer the student or students to Health Services for medical care. Follow-up will be determined by the Dean of Students Office and typically involves a referral to the Academy Student Assistance Program. Parents/guardians and advisers will be contacted. *Students should be aware that the law requires notification of state and local authorities in specific cases, including those involving child abuse and neglect, hazing, and any violation of the Safe School Zones Act, including, as stated, matters of sexual assault (see page 40), even when the school offers a non-disciplinary response. As a result, students may be subject to a law enforcement or state agency investigation and response in those cases.*

# ACADEMY STUDENT ASSISTANCE PROGRAM (ASAP)

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## UNDERSTANDING NDR AND ASAP

Students who are concerned about themselves or a fellow student are encouraged to take the initiative to seek help from an adult on campus. Unless there is already an investigation underway or faculty/staff suspicion of rule breaking, such initiative results in a non-disciplinary response (NDR) from the Academy.

Deans, at their discretion, may follow a student's request for an NDR with a referral to the Academy Student Assistance Program (ASAP). ASAP referrals come only from a dean and only after careful consideration of available information. Therefore, students do not "ASAP" fellow students, but they may request an NDR for themselves or a fellow student, as described in the section, "Seeking Help For Health Concerns and Past Rule Violations" (see page 41).

## WHAT ASAP INCLUDES

The non-disciplinary ASAP provides prevention, early identification, intervention, and referral services for students who are having emotional, academic, behavioral, social, or family difficulties, as well as those with alcohol or other drug abuse problems or eating disorders. Services include education; support groups; health assessments; consultations for students, parents/guardians, and faculty/staff; community service; and referral to appropriate professional services, such as the Academy's mental health professionals.

When a dean requires ASAP, that student's adviser, parents/guardians, and dorm faculty are notified of this non-disciplinary event. A student's peers, including proctors and Student Listeners, are not part of the ASAP team and should never be part of faculty discussions about students participating in ASAP.

Students and faculty may seek consultation or make inquiries about available services by contacting the ASAP coordinator, Marco Thompson, LICSW, MLADC, at the Lamont Health and Wellness Center, 603-777-3527, during business hours while school is in session or by email at [mathompson@exeter.edu](mailto:mathompson@exeter.edu) (see Health and Wellness Services, page 4).

## NON-ASAP REFERRALS OR SELF-INITIATED COUNSELING

When students who are not under the influence of alcohol or other drugs go to the Health and Wellness Center on their own initiative to discuss health problems — including use of alcohol or other drugs — counseling is offered and encouraged. Further steps might be recommended after confidential consultation with a student, but no action is required.

## ASAP REFERRALS OR DEAN'S OFFICE REFERRAL

The ASAP approach is consistent with the Academy's respect for individual privacy and will not arbitrarily intrude on others' lives. However, a student's conduct, health, or school performance may become adversely affected by depression, an eating disorder, alcohol or other drug abuse, or some other serious problem. This becomes a concern of the school, particularly when a student's personal safety may be in question. Although such situations are uncommon, it is important to have a comprehensive approach to helping students who may be experiencing such difficulties. Therefore, the Dean's Office may, after joint consultation with Health Services and the student's adviser, require that a student be evaluated for a potential health problem. Appropriate counseling and/or health education sessions may also be required. Under the ASAP, the Dean's Office will use this authority in the following circumstances:

1. When an intoxicated student, either accompanied or unaccompanied, seeks help at the Health and Wellness Center. Parents/guardians and the student's adviser will be contacted by a nurse, physician, or dean at the time of the emergency, or by a mental health clinician the next day with the student present.
2. When faculty/staff members offer, after consultation with the student, a compelling basis for concern that a student may be involved in the use of alcohol or other drugs or have another serious health problem (such as an eating disorder or depression). If appropriate, an adviser/teacher meeting will be a part of this process. A dean or the adviser will notify the student's parents/guardians of the concern at the time of the referral to the ASAP.



3. When a student is involved in an alcohol- or other drug-related community conduct case. At the discretion of the dean and adviser, a student involved in other community conduct cases may be referred to the ASAP as well. Parents/guardians will be contacted by the Dean's Office.
4. When a student takes the initiative to seek help for themselves or peers and discloses to a faculty member information about an episode of alcohol or other drug violation currently underway, involving that student or other students. No community conduct charge will result from that conversation, unless a faculty member has already observed or has obtained material evidence of a violation. Although seeking help in this way results in a non-disciplinary event, there will be a health response. The faculty member involved in such a conversation must refer the student or students to Health Services for medical care. Follow-up will be determined through the ASAP. Parents/guardians and advisers will be contacted.

Health Services, after consultation with the student, the adviser, and the Dean's Office, will determine whether a treatment plan is necessary for a student who has been evaluated after a major rule violation or serious misbehavior. If the problem is serious enough to require treatment beyond what the school

can provide, a medical leave may be required. In an Academy-based treatment plan, the content of all conversations with a counselor and/or health educator will remain confidential, within the limits of the law and school policy. The adviser and the dean will be informed if the student does not comply with the treatment plan or if there is a serious risk to the student or to others.

If a Dean's Office ASAP requirement precedes or follows a community conduct case, the fact of this requirement and the student's general progress in meeting will be made known to the Community Conduct Committee by the adviser and the Dean's Office. The content of counseling sessions and health education sessions will not be shared with the Community Conduct Committee, but the student may elect to share some of this conduct with the Committee. The ASAP will not protect a student from any community conduct consequences that may arise from subsequent breaking of a school rule.

The ASAP is intended to identify and help students in difficulty. The Academy hopes that the ASAP will encourage students with personal problems to seek help as soon as possible, while providing concerned adults with options for responding to students who are in need of extra support.

## SEXUAL INTIMACY

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The Academy recognizes that sex and sexuality are important topics during adolescence, and therefore provides education, counseling and support services to help students cope with all aspects of sex, sexual orientation, sexual activity, sexual health, birth control, gender, gender identity and relationships. We hope that the services offered will foster thoughtful decisionmaking and encourage healthy relationships. Although not necessarily a violation of school rules, when students are found to have engaged in sexually intimate behavior, responses may include, but are not limited to, the following: conversations with the students involved, communication with the students' advisers, referral to school health professionals, parental notification, and consultation with the dean of students.

It is important to note that some sexually intimate behaviors violate state laws and that school personnel are required to report such instances to state or local authorities. (Please see New Hampshire State and

Mandatory Reporting Laws, pages 39-40). Students should note that the age of consent in New Hampshire is 16 and that students under the age of 16 are unable to give legal consent to certain sexual activity (see "Understanding Consent," page 48).

We expect that all students will understand and abide by the affirmative consent policy, which can be found on pages 48-49. Students are encouraged to speak with a clinician in Counseling and Psychological Services, a member of the Health and Human Development faculty, or a provider in the Lamont Health and Wellness Center whenever they have questions about sexual behaviors and/or sexual health. Students are also encouraged to seek help immediately from a trusted adult, adviser, director of student well-being, dean or counselor in the event they experience sexual violence or misconduct (see "Reporting Sexual Misconduct," page 50). Of course, any student in an emergency should immediately call 911.

# COMMUNITY CONDUCT AND DISCRIMINATION POLICY

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## COMMITMENT AND EXPECTATIONS

Phillips Exeter Academy is committed to providing a place where people can thrive. The Academy thinks it is in the best interest of each individual and the Academy that we dedicate ourselves to creating an educational and working environment that promotes respect, dignity and equality and that is free from all forms of harassment, exploitation, intimidation, illegal discrimination and retaliation. These behaviors are demeaning to all persons involved; they are unacceptable conduct, and will not be tolerated.

The Academy expects all students, employees and members of the school community to conduct themselves in an appropriate and professional manner, with respect for the personal dignity of fellow students, employees and visitors. It is the responsibility of each member of our school community to demonstrate a basic generosity of spirit devoid of any expression of bigotry. Students, employees and visitors come to Phillips Exeter Academy from many different backgrounds and cultures, including different races, religions, sexual orientations and ethnic ancestries. The Academy encourages its members to seek to understand the differences and similarities among us and to appreciate the richness that such diversity provides to an educational community. Respect and understanding of the differences among people are important dimensions of education that continue throughout a lifetime. Harassment of any member of the school community by any other member of the school community or by vendors, visitors or other third parties will not be tolerated.

The Academy will not tolerate unlawful discrimination, harassment or any kind of retaliation, whether intended or not. Any student with a concern about harassment, discrimination or retaliation should follow the procedures set forth under “Options for Responding if You Believe You Have Been Harassed, Discriminated Against or the Object of Retaliation” (see page 46). The Academy’s Sexual Misconduct Policy (see page 48) applies to cases involving sexual harassment.

## DEFINITIONS

*Unlawful Discrimination* refers to the denial of equal employment or educational opportunities based upon an individual’s “legally protected status” (as defined below). The Academy is also committed to providing reasonable accommodations for qualified individuals with known disabilities, in accordance with the Americans with Disabilities Act and applicable state law.

*Legally Protected Status* refers to race, color, religion, creed, sex, pregnancy, age, national origin, marital status, sexual orientation, genetic information, gender identity, gender expression, veteran status, application for military service, physical or mental disability, or any other status protected by applicable law.

*Unlawful Harassment* refers to conduct or behavior, whether verbal, physical, written or visual, that denigrates or shows hostility or aversion toward an individual because of the individual’s legally protected status, and that has the purpose or effect of creating an intimidating, hostile or offensive working or educational environment, or has the purpose or effect of unreasonably interfering with an individual’s work or educational performance.

Examples of unlawful harassment include, but are not limited to, the following behavior when related to legally protected status: conduct or comments that threaten physical violence; offensive (to a reasonable person) unsolicited remarks; unwelcome gestures or physical contact; display or circulation of written materials, items or pictures degrading to any person’s gender, race, ethnicity, religion, age, disability, or other legally protected status; and verbal abuse or insults about or directed to any student, employee or other individual, or group of students, employees or other individuals because of their relationship to any of the groups listed above.

### *Sexual Harassment*

Harassment on the basis of sex shall not be tolerated. For the purpose of this definition, the word “sex” includes pregnancy and medical conditions that result from pregnancy. Sexual harassment means sexual advances; requests for sexual favors; verbal, nonverbal or physical conduct of a sexual nature; and/or any unwelcome conduct that is directed at an individual because of that individual’s sex, when: (1)

submission to or rejection of such conduct is made, either explicitly or implicitly, a term or condition of employment or educational opportunity, or the basis for an employment or educational decision; or (2) such conduct has the purpose or effect of unreasonably interfering with work or educational performance or creating an intimidating, hostile or sexually offensive work or educational environment for the intended target of the sexual harassment or anyone else who sees or experiences the conduct.

All members of our community must exercise their good judgment to avoid engaging in conduct that may reasonably be perceived by others as harassment. While it is not possible to list all of the circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute sexual harassment, depending on the circumstances:

- Sexual gossip or personal comments of a sexual nature;
- Sexually suggestive or foul language;
- Sexual jokes;
- Whistling or catcalling;
- Spreading rumors or lies of a sexual nature about someone;
- Demanding sexual favors;
- Forcing sexual activity by threat of punishment or offer of employment or educational reward;
- Obscene or sexually suggestive graffiti;
- Displaying, storing or sending of pornographic pictures or objects;
- Offensive touching, pinching, grabbing, kissing or hugging;
- Restraining someone's movement in a sexual way;
- Repeatedly asking another employee to socialize or for a date after the employee has said no; or
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, and/or the status of being transgender, such as interfering with, destroying or damaging an individual's workstation, tools or equipment, or otherwise interfering with the individual's ability for work or educational performance.

It is a violation of Academy policy (and possibly the law) for any member of the faculty, administration, staff or adult volunteer to make sexual advances or engage in sexual conduct with a student of any age. Please note that the Academy's Sexual Misconduct Policy applies in cases of sexual harassment (see page 48).

*Racial, Color, and National Origin Harassment*  
Harassment on the basis of a person's actual or perceived race, color, or national origin includes but is not limited to the use of nicknames emphasizing racial stereotypes, racial slurs, and derogatory comments or conduct directed at an individual's manner of speaking, national customs, surname, ethnic characteristics or language. "National origin" includes ancestry.

*Religious Harassment* is on the basis of a person's actual or perceived religion or creed and includes, but is not limited to, the use of nicknames emphasizing religious stereotypes; religious slurs; and derogatory comments or conduct directed at an individual's religion, religious traditions, religious symbols or religious clothing. Students and employees are encouraged to seek accommodation for their religious beliefs and practices, and will not be retaliated against for such requests, even if an accommodation cannot be provided.

*Sexual Orientation or Gender Identity/Expression Harassment*  
Harassment on the basis of a person's actual or perceived sexual orientation or gender identity/expression includes but is not limited to name calling, using nicknames emphasizing sexual or gender stereotypes, and imitating physical characteristics or mannerisms associated with a person's sexual orientation or gender identity or expression. "Sexual orientation" means having or being perceived as having an orientation for heterosexuality, bisexuality or homosexuality.

*Disability Harassment* is based on a person's actual or perceived physical and/or mental disability (or the individual's record of a disability) and includes, but is not limited to, name-calling; making derogatory references to the disability; imitating manners of speech and/or movement associated with the disability; or interfering with access to or use of necessary adaptive equipment or aides, or other accommodation.

## **OPTIONS FOR RESPONDING IF YOU BELIEVE YOU HAVE BEEN HARASSED, DISCRIMINATED AGAINST OR THE OBJECT OF RETALIATION**

Phillips Exeter Academy seeks to achieve, through education, communication and mediation, a welcoming and respectful work and school environment free of hostility, intimidation, harassment, sexual harassment and discrimination. A student, employee or other individual who has concerns should follow the guidelines described below. The Academy's Sexual Misconduct Policy applies in cases of sexual harassment.

*Seeking Advice.* Students may consult their adviser, dorm head or any member of the Dean's Office for advice. If you believe that the person's behavior may violate the law, you may report the matter directly to the police. Please be aware that the Academy is obligated to report certain misconduct that comes to its attention to the police and/or the Division for Children, Youth and Families (DCYF) (see New Hampshire State and Mandatory Reporting Laws, pages 39-40).

*Mediating a Resolution.* If you think an intermediary may assist you in resolving the problem, you may ask your adviser, dorm head or any member of the Dean's Office to seek a mediated resolution to the situation. In most cases, the process will consist of written communication or a mediated conversation between you and the person you feel may have harassed or discriminated against you. If a matter involves behavior that must be reported to the police and/or DCYF, or if there is an ongoing law enforcement or other official investigation, mediation is not an option.

*A Formal Complaint.* If the assistance of a mediator does not resolve the problem or was not pursued, you may also initiate a formal complaint about the incident. Students should report a complaint, preferably in writing, to their adviser, dorm head or a member of the Dean of Students Office. If you believe that the person's behavior may violate the law, you may also report the matter directly to the police.

## **WHAT THE ACADEMY WILL DO IF IT LEARNS OF POSSIBLE UNLAWFUL HARASSMENT, DISCRIMINATION OR RETALIATION**

In the event that the Academy receives a complaint of unlawful harassment, discrimination or retaliation, or otherwise has reason to believe that unlawful harassment, discrimination or retaliation may have occurred, the Academy will conduct a fair, timely and thorough investigation in such a way as to maintain confidentiality to the extent practicable under the circumstances. The Academy is committed, and required by law, to take action if it learns of potential unlawful harassment, discrimination or retaliation, even if the aggrieved party does not wish to formally file a report. All reports or information about unlawful harassment, discrimination or retaliation will be investigated, whether that information was reported orally or in writing. The investigation will be conducted in such a way as to protect confidentiality to the extent practicable.

While the process may vary from case to case, an investigation generally includes a prompt review of the report of harassment; consideration of whether any interim actions are appropriate; obtaining, reviewing and preserving relevant documents, emails or phone records; interviewing all parties involved (including any relevant witnesses); creating a confidential written record of the investigation; promptly notifying the individual who reported, and the individual about whom the report was made, of the final determination; and implementation of any corrective actions that are warranted based on the conduct. The Academy will make authorities aware of any complaint it receives that triggers reporting obligations (see New Hampshire State and Mandatory Reporting Laws, pages 39-40).

If a violation of this policy is found to have occurred, the Academy will take appropriate disciplinary and corrective action. The Academy also retains the authority to discipline or take corrective action for inappropriate conduct even if it does not meet the definition of unlawful discrimination or harassment.

Violations of this policy by and among students will be handled consistent with the student community conduct process described on pages 31-36. If sexual misconduct is involved, the Academy's Sexual Misconduct Policy applies (see page 48).

*Protection Against Retaliation or Misuse of Power.* The Academy also strictly prohibits retaliation against any member of the Academy community in connection with any good-faith report of sexual or other unlawful harassment. Retaliation is a very serious violation of this policy. Violations of this policy should be reported immediately to the dean of students. Retaliation against any individual acting in good faith in reporting violations of this policy, participating in the investigations or supporting a complaint will not be tolerated and will be subject to possible disciplinary action up to and including removal from school.

*Discipline and Penalties.* Any individual who violates the Community Conduct and Discrimination Policy will be subject to training or appropriate disciplinary action. This may include, but is not necessarily limited to, the following:

- Students: Response may range from an ASAP referral (see pages 42-43) to community conduct response up to and including Requirement to Withdraw (see page 35). Student violations of this policy will be handled in accordance with the community conduct system (see pages 31-36).
- Employees: Discipline may range from a warning up to and including termination of employment.
- Volunteers: Penalties may range from a warning up to and including loss of volunteer assignment or privilege.
- Vendors: Penalties may range from a warning up to and including loss of school business.
- Other Individuals: Penalties may range from a warning up to and including a denial of future access to school property or to students.

The Academy also reserves the right to impose additional responsive actions as may be appropriate to the circumstances.

### **REPORTING HARASSING COMMUNICATIONS**

All members of the Academy community are expected to abide by the Acceptable Use Policy for Technology (see pages 71-74). Any faculty member, staff or student who receives harassing communications of any kind, however, should report this immediately to Human Resources, the dean of faculty or dean of students, respectively. Any conduct that constitutes a violation of New Hampshire's Safe School Zones Act or the Child Protection Act will be reported to the police and/or DCYF.

# SEXUAL MISCONDUCT POLICY

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**It is essential for the Academy to be a safe and supportive environment that cultivates learning and personal growth. All forms of sexual misconduct are violations that interfere with this goal and will not be tolerated. Sexual misconduct includes sexual assault and sexual harassment, as well as other behaviors described and defined in this section. The Academy will take appropriate action to prevent and address behavior that violates this policy, including disciplinary action in response to employee and student misconduct. This policy outlines information including reporting options, investigative processes, and resources, accommodations, and other supports available to students who have been impacted by sexual misconduct.**

## HEALTHY BOUNDARIES AND COMMUNITY CONDUCT EXPECTATIONS

In order to prevent instances of sexual misconduct before they occur, the Academy provides guidance for students to learn how to develop and sustain healthy relationships, including those that can become intimate and/or sexual. Within our diverse community of adolescents, a foundation for healthy relationships includes understanding one's own various hopes and desires and appreciating the hopes and desires of others. A student's hopes, desires and intentions with regard to social and/or sexual relationships can be influenced by their various identities, including race, ethnicity, national or geographic origin, religious, philosophical or political beliefs, gender or gender identity, sexual orientation, age, physical ability, family structure, socioeconomic status and life experience.

Our approach focuses on sustaining and strengthening a culture of empathy, inclusion and respect. We educate all community members about healthy relationships and boundaries and seek to empower bystanders and those harmed to come forward if misconduct occurs. Each year, we offer various events, required classes, and workshops on these and other topics promoting healthy relationships and community values.

## UNDERSTANDING CONSENT

If students at the Academy consider engaging in sexual activity, we expect that they will understand and abide by our Affirmative Consent Policy. Consent is a knowing, voluntary, unambiguous and mutual decision among all participants to engage in specific sexual activity. **In the Academy community, students can consent only by using affirmative words, and as long as those words create clear permission, given freely without coercion, regarding willingness to engage in sexual activity.** All parties must give consent in affirmative words to every sexual act in which the individuals participate.

This policy is a reflection of the respect we expect each of our students to afford to each other. The intent is to promote safe and healthy relationships, to encourage effective communication, and to empower all students to be intentional about giving and seeking consent with regard to intimacy and sexual activity.

Additional information and expectations about consent:

- ❑ The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.
- ❑ Silence or lack of resistance do not constitute consent.
- ❑ If there is confusion or uncertainty about whether a participant is consenting to sexual activity, stop and clarify verbally that the person wants to continue.
- ❑ Consent may be initially given but withdrawn at any time, before or during sexual activity, through words or clear and unambiguous actions or behavior. It is important to note that relying solely on nonverbal communication can sometimes lead to misunderstandings.
- ❑ When consent is withdrawn or can no longer be given, sexual activity must stop. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. For instance, a person may consent to being hugged but not kissed. They may consent to being kissed but not any further sexual activity.
- ❑ Consent should not be assumed, even within a previously or already established romantic or sexual relationship.

- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being restrained, or if an individual otherwise cannot consent. Someone who is under the influence of alcohol, or other drugs or intoxicants, may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion. Coercion may include, but is not limited to: force; threats of physical, material or emotional harm; intimidation; or repeated requests or other forms of pressure.

Under the law, some situations are deemed sexual assault because a participant cannot give legal consent. These factors include a difference in power between the participants, mental illness, mental disability, incapacitation, and/or being under the age of consent, which in New Hampshire is 16 years. Sexual activity with or between students under the age of 16 does not necessarily violate a school rule, if students abide by the Academy's affirmative consent policy outlined above. It is important to note, however, that such activity is not legally consensual and therefore may result in legal consequences.

It is important that all students understand consent. Health teachers will address affirmative consent in health and human development classes and discuss specific examples. Students should ask the director of student well-being or another trusted adult on campus if they have questions about consent or about what constitutes sexual misconduct.

## STUDENT MISCONDUCT<sup>1</sup>

Responses to reports of sexual misconduct by a student will include an investigation, which may result in findings warranting disciplinary action through the misconduct review process. Although separate from the Community Conduct process, consequences of the misconduct review process may include the same responses including Community Restoration, Probation, or Requirement to Withdraw from the Academy (see pages 31-36 for more information on community conduct responses). In some instances, a report and subsequent investigation may result in a finding that no rule has been broken. In all instances, the Academy will provide support and guidance to each student as they continue with their academic and social activities if they remain on campus.

## DEFINITIONS

*Sexual contact* means the intentional touching, whether directly, through clothing, or otherwise, of a person's sexual or intimate parts, including anus, breasts, genitalia and buttocks. Sexual contact includes only contact that can be reasonably construed as being for the purpose of sexual arousal or gratification. Sexual contact can be criminal in some circumstances, such as when one person does not consent, or where force, violence, threats or intoxicating substances are used, or where at least one of the persons involved is under 16 and the other participant is at least five years older.

*Sexual penetration* is defined by New Hampshire law to include the following acts: any intrusion, however slight, of any part of the actor's body or any object manipulated by the actor into genital, anal or oral openings of the victim's body; or any act which forces, coerces or intimidates the victim to perform any sexual penetration on the actor, or on another person, or on him or herself. In New Hampshire, sexual penetration of someone under 16 is a criminal offense.

*Sexual misconduct* is a broad term encompassing any behaviors of a sexual nature that violate the Academy's Sexual Misconduct Policies, or that constitute a crime. All forms of sexual misconduct are inherently violations of another person's humanity and right to self-determination. They include, but are not limited to, sexual assault, engaging in sexual contests, sexual exploitation, sexual harassment, stalking, and dating abuse, all of which are defined below.

*Sexual assault* is non-consensual sexual penetration or sexual contact of one person by another.

*Sexual contests* describe circumstances when individuals compete with one another to achieve sexual goals or milestones. Examples of sexual contests include, but are not limited to, keeping lists of sexual exploits, winning a prize for accomplishing a sexual goal, or being expected to accept a consequence for failure to achieve a sexual goal.

*Sexual exploitation* is taking non-consensual, unjust or abusive advantage of another in a sexual or intimate context. Sexual exploitation includes, but is not limited to, prostituting another person; engaging in, permitting, reproducing or facilitating nonconsensual viewing, video-recording, photographing, or audio-recording of sexual or intimate activity (such as dressing, showering, toileting, or similar activity); or knowingly infecting another person with a sexually transmitted infection.

<sup>1</sup> This section applies to students of all ages, including those who are 18 years old or older.

*Sexual harassment:* Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature can constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunity; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance by creating an intimidating, hostile or offensive working or educational environment. **It is a violation of Academy policy (and potentially the law) for any member of the faculty, administration, staff, or an adult volunteer to make sexual advances toward or engage in sexual conduct with a student of any age. (See page 44 for more detailed examples of sexual harassment.)**

*Stalking* is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety, for the safety of a third person, or to feel extreme emotional distress due to repetitive contact or the perception of such conduct. Stalking behaviors include, for example, non-consensual communication by any means; use of surveillance in person or via social media or other electronic means; collecting information about a person's routine, friends, family or coworkers; uninvited visits to a residence, workplace, classroom, house of worship, or other locations where an individual is commonly found.

*Dating abuse* is a pattern of behaviors one person uses to gain and maintain power and control in a relationship. Dating abuse can include emotional and verbal abuse, isolation, manipulation, abuse through digital media, stalking, and more.

## OTHER DEFINITIONS

*Reporting party:* The reporting party is the individual who shares information about experiencing sexual misconduct. If someone other than the person who experienced the alleged misconduct makes the initial report, that individual will be referred to as a third-party reporter or a witness.

*Responding party:* Also referred to sometimes as the respondent or the accused party. The responding party is the individual alleged to have committed sexual misconduct.

## REPORTING SEXUAL MISCONDUCT

Reporting sexual misconduct can be difficult; and students who have experienced it (or witnesses to such behavior) may experience a multitude of emotions when considering whether to report the conduct, especially if such a report may result in mandated reports to the police or other agencies. The Academy encourages anyone who has experienced or witnessed misconduct to prioritize their personal safety and physical/emotional well-being by seeking support as soon as possible. We encourage our students to seek out a trusted adult with whom they are comfortable to help them receive the support they need during what is often a difficult time — trusted adults may include a parent or guardian, adviser, teacher, coach, a school nurse, the school doctor, a counselor, a dean, director of student well-being, or a Campus Safety officer.

***Students or employees should call 911 if they need or witness a need for immediate police and/or medical attention.***

Once the Academy becomes aware of a report of sexual assault or other forms of sexual misconduct as described above, the first priority is the care of the student who experienced the misconduct. All Academy employees are required to immediately report information about sexual misconduct to the dean of faculty, director of human resources, director of student well-being and/or the general counsel.

**The Academy will not require a student who believes they have experienced sexual misconduct to share any additional information, unless or until they are comfortable doing so.** The student will have choices for if, how, when, and to whom they may share additional information about the misconduct.

A student who is directly accused of sexual misconduct by another student or learns of accusations indirectly from other students may also seek support from trusted adults on or off campus, including but not limited to a parent or guardian, adviser, teacher, coach, a school nurse, the school doctor, a counselor, a dean, director of student well-being, or a Campus Safety officer. Any employee of the Academy who learns of such accusations is subject to mandatory reporting obligations, as described below.



## MANDATED REPORTING OBLIGATIONS

By virtue of New Hampshire's Child Protection Act, RSA 169-C, any adult in the State of New Hampshire, including each Academy employee, has a legal obligation to report incidents of child abuse, including sexual assault and sexual misconduct of any kind, to authorities. RSA 169-C:29 states that: "Any physician, surgeon, county medical examiner, psychiatrist, resident, intern, dentist, osteopath, optometrist, chiropractor, psychologist, therapist, registered nurse, hospital personnel (engaged in admission, examination, care and treatment of persons), Christian Science practitioner, teacher, school official, school nurse, school counselor, social worker, day care worker, any other child or foster care worker, law enforcement official, priest, minister, or rabbi or any other person having reason to suspect that a child has been abused or neglected shall report the same in accordance with this chapter." When the Academy becomes aware of or suspects that abuse or sexual misconduct has occurred, it has a legal obligation to report to authorities. This includes instances of direct reports from an individual who has experienced misconduct or when the Academy learns about misconduct from other sources including posts on social media or information provided through third-party reports.

## NON-DISCIPLINARY RESPONSE

Students or bystanders who provide information in order to help other students will not face community conduct action for violations of other Academy rules that may have taken place at the time of the reported sexual misconduct. This includes but is not limited to rules related to room visitations or the use of prohibited substances such as alcohol or drugs. For more information about the Academy's Non-Disciplinary Response Policy, see page 42.

## HOW TO MAKE A REPORT

Any member of the Academy community may make a report of sexual misconduct by contacting one of the following:

Director of Student Well-Being: 603-777-3307

Dean of Students: 603-777-3411

Campus Safety: 603-777-4444 (24/7)

**Or, a student may report to any trusted adult.**

**More information about reporting options is posted in Academy buildings and can be found on the Academy website.**

**Students or employees may also report a sexual assault or other crimes directly to the police.**

**Students in need of immediate, emergency attention should dial 911.**

**The non-emergency phone number for the Exeter Police Department is 603-772-1212.**

## ANONYMOUS REPORTING

Anonymous, confidential reports may be submitted using EthicsPoint: <https://secure.ethicspoint.com/domain/media/en/gui/16039/index.html>. The EthicsPoint software enables an administrator to receive information anonymously and to contact and offer care and resources to the person making the report, even if that person prefers to remain anonymous. Investigations of anonymous reports are inherently limited, as it may be unclear which individuals are involved in the misconduct. This may prevent the necessary interviewing and follow-up needed to properly investigate the reported misconduct. The Academy will take anonymous reports seriously and investigate to the extent possible, based on the information provided.

Even when an incident is first disclosed to another community member, information about all reports is ultimately shared with the general counsel and director of student well-being, who will initiate a formal report to authorities and communicate with the dean of students, assistant principal and principal.

## ACADEMY RESPONSE TO SEXUAL MISCONDUCT

Academy employees responding to a report of sexual misconduct will promptly assist the student who has experienced misconduct in obtaining medical care and other services. The Academy will provide assistance and support to all students involved in a report of sexual misconduct. That support will continue throughout and extend beyond the reporting and investigative processes.

Following allegations of sexual misconduct, the Academy, in accordance with our MOU (Memorandum of Understanding) with the Exeter Police Department (EPD), will promptly notify the police and, if the misconduct involved a person under 18, the New Hampshire Division for Children, Youth and Families (DCYF).

The Academy report to EPD will include contact information for the student and family of the student who has experienced an assault or other form of sexual misconduct. Once the Academy has notified the student and a parent or guardian that a report has been made, a police officer or detective may reach out to the reporting student (or parent/guardian, if the student is under 18).

- The reporting student may choose to speak with the police, participate in a police investigation, and/or press charges. Or, they may decline to do so, either directly or through a parent or guardian.
- They may choose to share as much or as little information as they are comfortable sharing.
- If the student decides to speak with the police, they will be interviewed directly by a detective, or through the Child Advocacy Center (CAC). More information about the CAC can be found at <https://www.cacnh.org/>
- The reporting student, or their parent/guardian if under 18, may request a summary report of a CAC interview or police report(s) to share with the Academy to facilitate an Academy investigation and avoid unnecessary repetition in subsequent interviews.
- Support is available for students and parents throughout this process from the faculty support liaison, adviser, counselor, a HAVEN advocate, and other trusted adults. See below for more information about key support roles.

If the reported misconduct constitutes potential criminal activity, the Academy will not proceed with any school investigation unless and until cleared by EPD per the Memorandum of Understanding (MOU). The Academy's investigation is not a legal proceeding and is separate from and subsequent to any investigation that might be conducted by law enforcement or DCYF.

Once a law enforcement investigation is closed, the Academy will conduct an investigation of the misconduct. The investigator may be a trained and experienced employee of the academy or an external investigator. Most accusations of sexual misconduct against an Academy student will be addressed through the misconduct review process outlined below.

The Academy encourages the participation and cooperation of all students in a sexual misconduct investigation and misconduct review process. The Academy will not, however, force a student who has experienced sexual misconduct to make a report. Nor will the Academy force that student to participate in an Academy investigation or misconduct review process. The Academy will, however, follow mandatory reporting obligations, and to the best of its ability, conduct an investigation of any sexual misconduct that comes to its attention, whether or not the reporting student chooses to bring forward a complaint or participate in the Academy's investigation. Note that in such circumstances, the Academy will respect the

reporting student's decision, with the understanding that it may limit the Academy's ability to conduct a thorough investigation and may be more likely, in some situations, to result in a finding that no rule has been violated. Responding students accused of sexual misconduct must participate in the investigation or withdraw from the Academy. If a responding student withdraws prior to a school investigation, the Academy will conduct an investigation to the best of its ability. If sufficient evidence exists without the responding student's testimony to conclude that a violation of school rules has occurred, a misconduct review board will consider the findings of the investigation and determine disciplinary outcomes. In this case, if required to withdraw retroactively, the student's official transcript will note that decision.

When a student reports an instance of sexual misconduct to an adult member of the community, the Academy will do everything possible to protect the identity of the reporting student. However, the adult may not withhold the name of a reporting student, cannot promise absolute confidentiality, and must let the student know about their responsibility as a mandated reporter.

### STUDENT MISCONDUCT REVIEW PROCESS

The Academy has a legal and ethical obligation to report incidents of sexual misconduct, investigate them, and resolve them as soon as possible. This section describes the process for investigation and resolution of reported incidents of this conduct made against an Academy student. Depending on the circumstances, this process may take many weeks to complete. Additional delays may occur for any of the following or other reasons: if investigations occur over breaks in the school calendar, if parties are unavailable while seeking medical treatment, or if law enforcement conducts their own investigation. This process may also be implemented for other forms of misconduct involving harm to another student.

### KEY ROLES

The following adults will have key roles in the Academy's response to reports of sexual misconduct:

*Director of Student Well-Being (DSWB):* Makes official reports to authorities, after receiving information about sexual misconduct, communicates with the authorities to monitor the status of police investigations, schedules interviews for the Academy investigation, and provides updates, resources, and ongoing training and guidance to faculty support liaisons.

*Support Liaison:* Any student who reports sexual misconduct or who is accused of sexual misconduct will have a faculty member available to provide and coordinate support during and after a report,

investigation and response. This support liaison will also provide guidance and support to the adviser or other trusted adult supporting the student and will help identify needs and coordinate care for the student during and after reporting and the investigation process. Faculty members who serve in this role work directly with the dean of students and the director of student well-being. They may aid in communication with other supportive adults on campus or with parent(s)/guardian(s). They may help in connecting the student with on-campus mental health counselors or external resources and advocates. Support Liaisons participate in professional development and regular meetings throughout the year with the director of student well-being.

**Adviser:** Each student’s adviser will provide supplemental support in collaboration with the support liaison, including accompanying the student during investigative interviews. The adviser will also communicate with parents about the student’s needs throughout the process.

**Investigator:** An investigator will gather information about allegations of misconduct and generate a report of findings. This will include factual accounts about the incident and the context surrounding it gathered from interviews with students and/or adults, as well as any material evidence, which may include records of communications before or after the incident. The investigator will provide analysis to assist the Academy in determining whether an Academy rule has been violated. The investigation will be coordinated and overseen by the assistant principal and general counsel. For investigations of sexual misconduct, the Academy will assign an employee, such as the dean of residential life, or hire an independent investigator. All investigators will be trained in conducting trauma-informed sexual misconduct investigations.

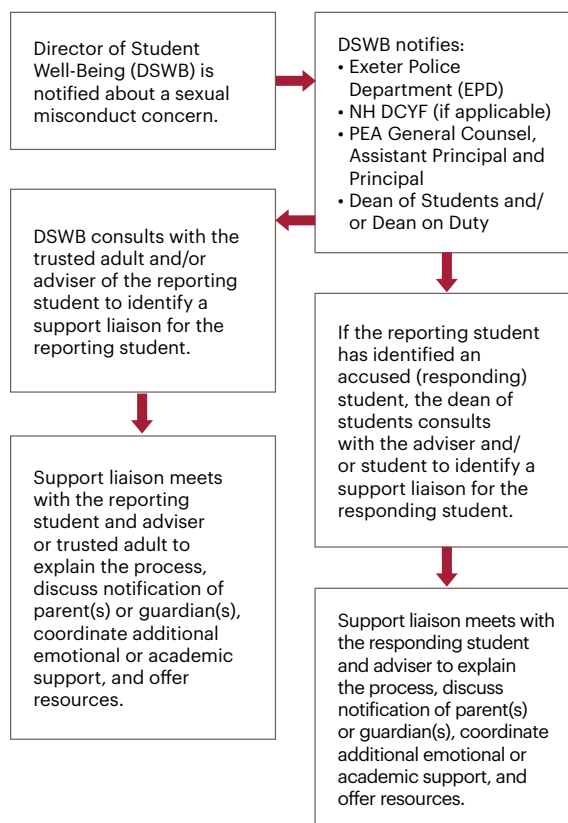
**Misconduct Review Board (MRB):** A standing committee will review the report of findings from the investigator, determine whether an Academy rule has been violated, and review the disciplinary record of the responding student. The MRB will deliberate and render a decision regarding appropriate disciplinary and supportive educational responses in response to the findings. The MRB consists of the dean of students (chair) or their designee, two additional deans from the Dean of Students Office, and two faculty members. The faculty members assigned to the MRB (and designated alternates) will be identified from current and former members of the Community Conduct Committee which is described in The E Book on pages 44-47. These faculty members will have knowledge and/or a willingness to learn about issues pertaining to sexual misconduct before being asked to serve in this capacity.

**Dean of Students:** Chairs the MRB; communicates findings and disciplinary outcomes to students, families and support teams; provides ongoing support for all students involved in a misconduct process.

All adults who are typically involved in the misconduct review process will participate in specialized annual professional development on sexual assault laws, consent, the impact of trauma associated with sexual assault, and disparate impacts and barriers to reporting experienced by survivors from marginalized racial, gender or sexual identities. Specialized professional development will include the faculty support liaisons, director of student well-being, deans, assistant principal, principal, general counsel, and faculty members who serve on the MRB. This professional development will be in addition to general workshops required for all faculty.

## OVERVIEW OF THE REPORTING AND REVIEW PROCESS

Our commitment to student safety and well-being is paramount. When we learn of a report, we place the safety and well-being of students at the center of our response protocol. The following diagram provides an overview of the Academy’s typical response in the moments after receiving a report of sexual misconduct. Because each situation has unique circumstances, it is possible that the process outlined below would be adjusted to act in the best interests of the students and the community.



After any initial reports have been made to authorities, the police may conduct an investigation. In that case, the Academy will not proceed with an investigation until the police close their investigation. (In the case of an extended police investigation, the dean of students will consider a leave of absence for the responding student.)

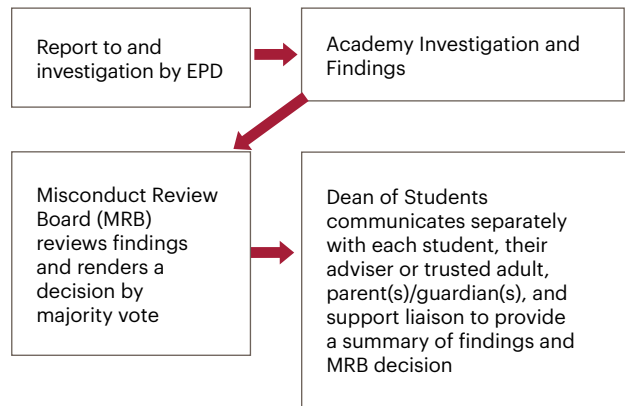
Once cleared to proceed, the Academy’s investigation begins with an investigator who meets with students, gathers information about the reported incident, and prepares a report of findings.

Once completed, the Misconduct Review Board (MRB) will meet to consider the findings from the Academy’s investigation. The MRB will have an opportunity to meet with the investigator and to pose any questions they may have about the investigator’s findings. At the conclusion of their initial discussions, the MRB will make a preliminary decision (by majority vote) to determine the appropriate response, up to and including separation from the Academy. The chair will prepare a summary letter articulating that decision and the rationale and will share the summary letter with the principal, assistant principal, and general counsel, who may ask for clarification and/or additional details if necessary. The MRB will then reconvene, review the decision and summary letter, and render a final decision, again by majority vote.

The dean of students and assistant principal will communicate the decision of the MRB to the support liaisons for each of the students. The dean of students will inform the responding student in the presence of the adviser, support liaison, and parent(s)/guardian(s) when available. The dean of students will forward a copy of the summary letter to the responding student and family, containing a summary of the findings of the investigator, the specific charge(s) for any violations of school rules, and the MRB’s decision regarding disciplinary consequences and required counseling or educational support. The dean of students and assistant principal will be available to meet with the responding student and/or parent(s)/ guardian(s) for any follow-up questions or concerns about the outcome or process.

The dean of students will also provide a separate letter to the reporting student, adviser and family, containing a summary of findings of the investigator and the disciplinary charge and resulting action for the responding student. The dean of students and assistant principal will be available to meet with the reporting student if (or when) the student or parent(s)/guardian(s) wish to meet about the outcome or process.

The dean of students, in consultation with the counselor and support liaison, will also arrange for counseling and/or educational support for the responding student, if the student is not required to withdraw. Educational support will typically include learning about healthy relationships, consent, and the impact and trauma associated with sexual misconduct. Both the reporting and responding students will receive academic and emotional support during and after an investigation and decision, while they are on campus.



If an investigation and the misconduct review process result in a major disciplinary response for the responding student (probation or requirement to withdraw), the dean of students will report the outcome to the faculty. They will include the nature of the allegation, but not the names of the reporting or responding student or other students involved in the investigation, except to faculty who are directly involved with a particular student and need to know (e.g., college counselor). If the dean of students, in consultation with the director of student well-being, director of campus safety and principal, determines that disclosure to the broader community is necessary to ensure the safety of students, such a disclosure would not reveal the identity of the reporting student.

### STUDENT SUPPORT

Every situation involving reports of sexual misconduct is unique. We recognize that these events can be difficult and stressful for all of the people involved — a reporting party, a responding student, a parent or guardian, an adviser or a witness. We expect there to be many questions throughout a sexual misconduct investigation. We are committed to providing as much information as possible, in a timely manner, in an effort to alleviate some worries. The following appendices are meant to inform participants as to what to expect, depending on their role, in a student sexual misconduct case addressed through the misconduct review process.

[What to expect if you are...the Reporting Student \(page 99\)](#)

[What to expect if you are...the Responding Student \(page 101\)](#)

[What to expect if you are...a Parent or Guardian \(page 104\)](#)

[What to expect if you are...an Adviser \(page 105\)](#)

[What to expect if you are...a Student Witness \(page 106\)](#)

[What to expect if you are...a student reporting misconduct at one of our off-campus programs \(page 107\)](#)

## **RETALIATION**

Retaliation for reporting sexual misconduct or for participating in an investigation resulting from a report of sexual misconduct is prohibited. The Academy will not retaliate against any student or employee for reporting sexual misconduct or participating in an investigation. Any student engaging in retaliation against a reporting student, a responding student, or any other student, including through electronic means or via social media, is subject to misconduct review or community conduct action.

Retaliation may include, but is not limited to, unwanted attempts to contact a student involved in the report, asking others to contact a student involved, spreading rumors or sharing information about other students, lying to an investigator, surveying others for information about an alleged incident, or threats or harassment of any kind. Behavior that has the impact of retaliation related to sexual misconduct, regardless of intent, will be investigated and addressed through the Misconduct Review Process.

## **CONFIDENTIALITY**

Reports of sexual misconduct will be kept confidential to the greatest extent possible. In order for a complaint of sexual misconduct to be addressed appropriately and completely, certain information about the complaint must be shared with parents/guardians and other individuals (i.e., an impacted student's adviser, counselor, identified witnesses, support liaison, the director of student well-being, the dean of students, principal, assistant principal and general counsel).

Such employees and witnesses, if applicable, will be cautioned that breach of confidentiality associated with the claim, its investigation, and its resolution is grounds for disciplinary action up to and including dismissal for students and termination of employment for adults.

## **ADULT MISCONDUCT**

The Academy does not tolerate sexual interaction of any kind between adults (faculty, administrators, staff and other employees, as well as volunteers) and students, including all forms of sexual contact, and sexual harassment. It is a violation of Academy policy to make sexual advances toward, to engage in sexual harassment of, or to engage in sexual conduct with a student of any age. Violators of this policy will be subject to serious penalties, up to and including termination and being barred from campus.

## **REPORTING ADULT MISCONDUCT**

Any person who witnesses or has knowledge or suspicion of a violation of this policy is required by law to make a report. They should immediately report it to the dean of faculty, director of human resources, the director of student well-being, and/or the general counsel, one of whom will report it to the New Hampshire Division for Children, Youth and Families (DCYF) and to the Exeter Police Department (see New Hampshire State and Mandatory Reporting Laws, pages 39-40). The administrator (dean, director of human resources, director of student well-being or general counsel) will inform the person who originally brought allegations forward that a report has been made to authorities or that a report was not required. Although it is recommended to make a report to administrator(s) on campus, any person who witnesses or has knowledge of sexual misconduct, abuse or neglect may make a report directly to DCYF and/or the Exeter Police Department (EPD) or other law enforcement agency.

The Academy will maintain permanent records of all reports made to DCYF and/or EPD, as well as records of investigations that result from those reports. An employee's or adult volunteer's failure to strictly follow all applicable mandatory reporting laws and all Academy policies on the reporting of and responding to suspected sexual misconduct will result in disciplinary action, up to and including termination of employment or volunteer relationship.

In the event that the Academy becomes aware of evidence of or a report of sexual misconduct by an adult member of our community, the first priority will be the safety and care of the student or students impacted. This may involve medical care through the LHWC and/or Exeter Hospital to ensure the student's physical and emotional safety and well-being. The Academy adult(s) receiving the report will notify the Exeter Police Department and New Hampshire's Division for Children, Youth and Families directly, or report to the director of student well-being who will make these mandatory reports.

## INVESTIGATIONS OF ADULT MISCONDUCT

EPD may conduct an investigation of the alleged misconduct. Whether law enforcement chooses to investigate or not, the accused adult may be placed on an administrative leave from the Academy until any law enforcement investigation and the Academy's own investigation are both complete. During an administrative leave, the accused adult will not be permitted to participate in campus events or interact with students, and they will be barred from campus. Some exceptions may be made for an employee who resides in a campus residence, in which case the employee would be barred from all other campus properties outside of that residence.

Throughout the investigation by EPD and/or by an investigator hired by the Academy, a support liaison will be assigned to coordinate care and resources for the reporting student and communicate with the student's adviser or other trusted adult and parent(s) or guardian(s). More detailed descriptions of that support are included in the appendix "What to expect if you are...the reporting student" (see page 99).

If EPD closes their investigation and any formal charges have been resolved, the Academy will conduct a separate investigation with its own investigator, usually an attorney who is not an employee of the Academy.

Investigations of sexual misconduct against an employee will be overseen by the principal, assistant principal and general counsel, in consultation with the dean of faculty and/or director of human resources. In some situations that do not involve allegations of sexual contact, the dean of faculty and director of human resources may conduct the investigation.

The investigator will meet with the reporting student (if willing), the employee accused of misconduct, and any additional witnesses who may have information, to collect as much information as possible to prepare a report of findings. The investigator will share findings with the principal, assistant principal and general counsel. The principal, in consultation with the assistant principal, general counsel, dean of faculty and director of human resources, will decide on appropriate employment action. (More information on employment actions can be found in the *Employee Handbook*.)

The Academy will offer to share a summary of the findings of the investigation with the reporting student, adviser, and/or their parent(s) or guardian(s), but will not be able to share details of all employment actions taken.

The Academy will determine whether to disclose any misconduct to the broader campus community, and the timing of such a disclosure, according to criteria developed by the Trustees in October 2016 and revised in July 2021. The Academy will not share any identifying information about the reporting party or other individual students impacted by the misconduct.

The support liaison will continue to be available to the reporting student and their family to coordinate emotional and academic support of the reporting student as needed.

## BOUNDARIES

All Academy employees and adult volunteers are expected to conduct themselves professionally when interacting with students. Employees receive regular training on how to maintain healthy boundaries when interacting with students, so as to support a positive educational environment and support the healthy development of the student. The Academy will formally address any instances where an employee or adult volunteer does not maintain healthy boundaries with students. Violations may result in counseling or disciplinary action up to and including termination of employment or volunteer opportunity. Although boundary crossings and violations do not always trigger mandated reporting to authorities, the Academy expects any member of the Academy community to report suspected boundary violations to the dean of faculty, director of human resources, or the director of student well-being so that they can be addressed with the employee or adult volunteer. For more information on maintaining healthy boundaries when interacting with students, please refer to the *Employee Handbook*.

## ADDITIONAL RESOURCES FOR STUDENTS

A student may also make use of additional resources and seek advice from organizations outside the Academy. If a student requires transportation for visits to an off-campus resource, transportation can be arranged through the Lamont Health and Wellness Center.

### HAVEN

[www.havennh.org](http://www.havennh.org)

24-Hour Confidential Support: 603-994-7233

HAVEN serves women, men and children affected by domestic and sexual violence in the Seacoast area of New Hampshire, with confidential advocacy support. Students may request anonymity, with the understanding that mandated reporting to state authorities may still apply for children under 18 years of age.

## **RAINN**

<https://www.rainn.org/>

24-Hour Confidential Support: 1-800-656-4673

RAINN (Rape, Abuse & Incest National Network) is a national anti-sexual violence nonprofit organization that offers a confidential anonymous sexual assault hotline and conducts programming for prevention, assisting survivors, and promoting justice. RAINN's National Sexual Assault hotline is available 24/7 in English and Spanish via telephone and online chat.

## **Planned Parenthood**

[www.plannedparenthood.org](http://www.plannedparenthood.org)

108 High Street

Exeter, NH 03833

603-772-9315

Planned Parenthood is a nonprofit organization that provides reproductive and complimentary health care services, advocacy and education.

## **Exeter Police Department (EPD)**

<https://www.exeternh.gov/police>

20 Court Street

Exeter, NH 03833

603-772-1212

In case of an emergency, always dial 911.

Exeter Police serve to protect people in the Town of Exeter, including students at Phillips Exeter Academy. The Academy submits reports directly to EPD in accordance with state laws and the Memorandum of Understanding (see page 92).

## **New Hampshire Division for Children, Youth and Families (DCYF)**

[www.dhhs.nh.gov/dcyf](http://www.dhhs.nh.gov/dcyf)

1-800-894-5533

DCYF is a state agency that manages protective programs on behalf of New Hampshire's children, youth and their families. The Academy reports all incidents of child abuse or neglect to DCYF in accordance with state laws. DCYF responds to reports in collaboration with EPD or other local police departments if applicable.

# STUDENT INFORMATION AND GUIDELINES

## BOARDING STUDENTS

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### HOUSING

The Academy's boarding students live in 26 dormitories. Eighteen are large buildings accommodating 30 to 65 students each, and eight are smaller houses for 7 to 26 students each. The dorms are identified as either for boys, girls, or all genders. Depending on the size, each dormitory has one to five resident faculty members.

### ROOM ASSIGNMENTS

In the assignment of rooms, preference is given to returning students who make an application to their dorm head in the spring of each year. New students are assigned rooms by the dean during the summer based on many factors including gender identity and stated preference for dorm size. Specific dorm or room assignments cannot be guaranteed for students returning from off-campus programs or leaves. In all room assignments, the Academy will seek to balance student preferences with the overall availability of rooms and the needs of the community.

### DORM ACCESS

Room keys and Lion Cards (see Lion Card Account, page 85) are issued at no cost at the beginning of the school year. Students who must replace lost keys and Lion Cards will be charged.

### FURNISHINGS AND EQUIPMENT

All rooms are furnished with beds, mattresses, bureaus, desks, desk chairs and desk lamps. Each student is provided with sheets, pillowcases and towels. Woolen blankets and pillows are available upon request.

Furniture other than Academy furniture is not to be installed except with the approval of the dean. The following items are not permitted in student rooms: upholstered furniture (see page 64 for exceptions); mercury thermometers; refrigerators; microwave ovens; computer, gaming or television screens larger than 32 inches; natural Christmas trees; stringed lights or Christmas lights. Appliances with powered heating elements are prohibited in student rooms; this includes but is not limited to: personal space heaters, coffee makers, electric teapots, flat irons, corn poppers, hot plates, toasters, rice cookers, air fryers, pressure cookers, electric immersion coils, high-wattage electrical appliances, halogen lamps and high-intensity lamps that generate excessive heat. In addition, 3D printers, soldering pens, sous vide cookers and other devices with exposed heating elements are prohibited in all dormitory locations to include student rooms, common rooms and basement areas.

The Academy reserves the right to remove from student rooms any furnishings deemed by Campus Safety to be unduly flammable or by a dormitory faculty to be otherwise unsafe. The Academy disclaims any responsibility for personal property of students. By the enrollment of a student at the Academy, parents/guardians agree to hold the Academy free from claims for any loss or damage whatsoever to personal property of any student. In view of this disclaimer on the part of the Academy, parents/guardians are advised to add coverage on their own insurance policies for "property away from the premises" for students' personal property.



## SUMMER STORAGE

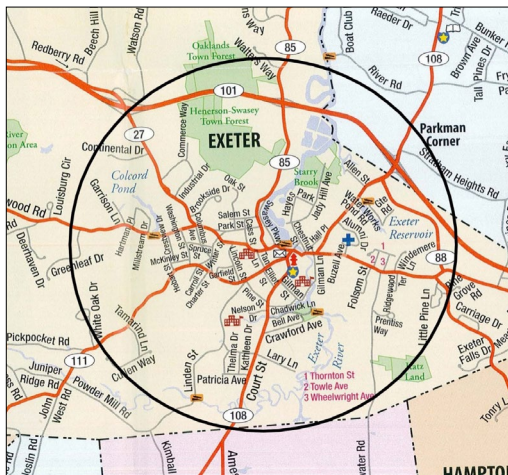
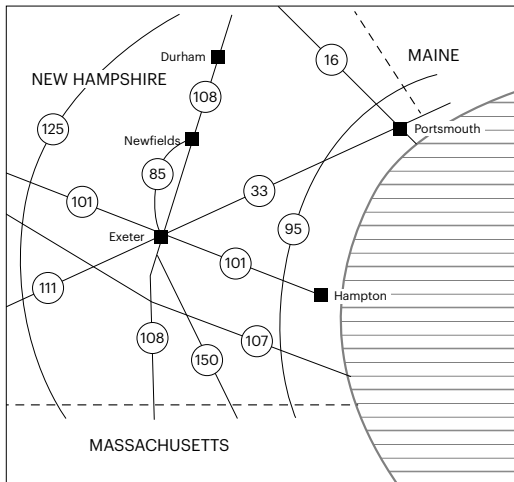
There is very limited storage for boarding students' personal belongings over the summer. Dorm heads organize the summer storage process during the last two weeks of school in May. Dorm heads also organize the removal of items from storage during the move-in process. Exeter assumes no responsibility for personal property lost or damaged while in the storage facilities during the summer or during the school year. If a student needs to store large item(s) or a large amount of personal belongings, that student should search online for local Exeter storage facilities.

## SHIPPING STUDENT BELONGINGS TO CAMPUS

(on or after August 15\*)

Trunks, boxes and other heavy luggage should be shipped by major carriers (such as FedEx, DHL or UPS) to the PEA Mailroom on or after August 15. Please include the student's name and P.O. box number on the shipping address label.

## THE EXETER VICINITY



2-MILE RADIUS

## OFF-CAMPUS PERMISSIONS/PASSES

The Academy utilizes Orah, an online system, to allow students to request and manage off-campus trips and specific parent/guardian permissions. Orah Passes replace paper Out-of-Town forms and simplify the permission process for students. For more information, and to download the app, go to [exeter.edu/orah](http://exeter.edu/orah).

For day trips within the two-mile radius of J. Smith Hall (see map), by foot or bike, no pass is needed if the student will not miss any required appointments including dorm check-in and will not be visiting a private home.

A day pass is required for boarding students if the student will be visiting a private home within the Exeter Vicinity (see map), riding in a motor vehicle (with a licensed driver over the age of 21) within the Exeter Vicinity, and/or if they are outside the two-mile radius and still within the Exeter Vicinity. Most day passes do not require parent or guardian permission; the exception is if the student is 13 to 17 years old and will be utilizing a ride share service — parental permission is required.

If a student will be missing any required appointments including dormitory check-in or will be outside the Exeter Vicinity for any period of time, they must seek permission from their host (if applicable), their parent/guardian, and the Academy by submitting the appropriate Pass request via Orah.

In all cases, the Academy's motor vehicle regulations apply (see Motor Vehicles, page 67). Questions regarding the following procedures and guidelines can be answered by advisers and at the Dean's Office.

## PROCEDURE

Students planning an off-campus trip should first see their adviser, discuss plans, and then fill out the appropriate Pass on the Orah app. Depending upon the request, emails will automatically route to parents/guardians and a host (if applicable). After "Endorsements" (or permissions) are received, the request is routed to the Dean of Students Office for final approval. If all permissions are in place and no further information is required, the Pass is approved. Students must then "Activate" their Pass when departing campus and "End" their Pass when returning.

## GUIDELINES

1. Requests for Passes must be submitted to the Dean's Office before 3 p.m. the day before the student plans to depart from campus, or before 9 a.m. on Saturday for all weekend permissions. After normal office hours, students should see their adviser and a dean if the trip is an emergency.

2. Once permission has been granted, it is assumed that the student will leave campus. If the trip is canceled, however, the student must inform the Dean's Office by canceling their Orah Pass. Failure to do so may result in community conduct action.
3. If the trip involves missing required Academy appointments (such as classes, sports, lessons or dorm check-in), all students must:
  - a. Complete and submit the Petition to Miss Required Appointments form on myExeter Resources Board at least seven days before the trip. When the Petition is submitted, an email notice is sent to the student's adviser requesting comments regarding the event. These comments must be received before the deans consider the Petition.
4. Students always need approved Passes when going home or staying with their parents/guardians off campus.
5. Students always need an invitation, via their Orah Pass, from their host when visiting friends and relatives. This applies to grandparents and older siblings as well as to friends. The invitation is required in addition to parental permission.
6. Only seniors and uppers who first obtain their parent's or guardian's permission via the Orah Pass may stay overnight in a college dormitory or fraternity/sorority house. Additionally, these students must obtain an invitation from their host, via the Orah Pass, even if the host is an older sibling or a recent graduate of the Academy.
7. For some situations, students visiting certain colleges under NCAA guidelines are not permitted to stay in a dormitory at those colleges; students must stay in a hotel during a visit. In this circumstance, parental permission, via the Orah Pass, is required, as well as a statement from a college representative that this restriction is in effect for their institution.
8. Students may not stay at a hotel overnight unless accompanied by parent/guardian or an adult host over 21 approved by their parents/guardians via the Orah Pass.
9. The Academy's interest in the conduct of students away from campus is the same as it is in their conduct on campus. The Academy may hold students accountable for their off-campus conduct in appropriate ways, including a community conduct response.
10. All students returning from Passes must end their Pass and check in at their respective dorms according to their normal dorm check-in times. Please see the Hours of Reporting section (page 61) for detailed information on check-in times.
11. Check-in is a required appointment. Failure to check in may result in community conduct action. Any student who will be late for check-in should contact the dean on duty.
12. Passes are not required for Thanksgiving or for winter and spring vacations.

### **MOTOR VEHICLES**

Boarding students may not possess or rent motor vehicles on campus or in the Exeter Vicinity. Students may not accept rides from passing motorists.

### **DORMITORIES**

In order to maintain an atmosphere that is conducive to study, residents should have regard for both the spirit and the letter of dormitory regulations designed to maintain the quiet conditions essential for study and sleep.

### **STUDY HOURS**

1. Study hours are those periods of the day when classes or assemblies are normally held, and after 8 p.m. every night preceding a school day.
2. After check-in, students are expected to observe study hours in their own rooms or in other spaces designated by the dorm head.
3. A student's room may be closed to visitors during study hours by a Study Hours Card at the discretion of the adviser, dorm head, or by request of the student.
4. Uppers and seniors who choose to be in their dorms before check-in are expected to help maintain an atmosphere conducive to study by quietly being in dorm rooms with the door closed or in common rooms.
5. No visitors will be allowed in dorms after 9 p.m.
6. Watching television, DVDs, videos and streamed programs not related to coursework is prohibited during study hours. The dormitory faculty member on duty may grant exceptions to this rule on specific occasions.
7. Playing video, computer or online games is prohibited during study hours without the permission of the dormitory faculty member on duty.

8. In general, Academy events and organizational activities shall not be held during evening study hours. Exceptions are listed in the next section.

### **HOURS OF REPORTING**

1. Seniors are required to be in their dorms by 10 p.m. and uppers by 9 p.m., Sunday through Friday. Ninth- and 10th-grade students, as well as any student on restrictions must be in their dorms by 8 p.m.
2. On Saturday nights, students not on restrictions must be on campus by 10 p.m. (unless an extension up until 11 p.m. has been obtained in advance from the faculty member on duty in the dormitory) and all students must report in at their dormitories by 11 p.m.
3. On Friday nights before a Saturday without required Academy appointments, and on any other weeknights preceding a day without required Academy appointments, all students in good standing must report in at their dormitories by 10 p.m.
4. *Exceptions.* Meetings of clubs and other student organizations end by 8 p.m., at which time study hours begin. Exceptions to this regulation are granted via a petition to the deans for each specific occasion. Students in good standing may, however, with the permission of the faculty member on duty, check out to the following places after their normal check-in time:
  - a. Student Council (Tuesdays) until 8:55 p.m.
  - b. The Exonian board (as specified by The Exonian's faculty adviser) until 9:55 p.m.
  - c. The PEAN board until 9:55 p.m.
  - d. Student Listeners (Mondays) until 8:55 p.m.
  - e. Uppers and seniors in good standing may work at the student radio station or on student publications until their respective check-in hours.
  - f. The art and music buildings, the science building, and the Goel Center for Theater and Dance until 8:55 p.m. for specific projects.
  - g. The library until 9:30 p.m. for specific projects.
  - h. Phillips Church for Buddhist Meditation (Fridays until 8:30 p.m.) that proceed Saturday classes.
  - i. A faculty apartment for academic help until 9:55 p.m.
  - j. A lecture or film specifically related to academic courses on Wednesdays or Fridays.

- k. When necessary, in order to accommodate an outside speaker, the faculty adviser of an organization may schedule a meeting beyond 7:55 p.m. A lower or junior may attend with the permission of the person on duty in the dormitory.

1. Students in good academic and community conduct standing may check out of their dormitories in order to attend the Friday night performances of Main Stage productions, Poetry Stage and the Dance Concert. They are expected to return to their dorms immediately after the performance ends.
5. Students on restrictions must remain in their dormitory after they have checked in at 8 p.m. (see Community Conduct Committee Responses, page 34).
6. Students must not leave the dormitory before 6 a.m. and, in order to maintain the dorm's security, must never prop open locked dormitory doors. Visitors are not permitted before 9:50 a.m. or immediately after assembly, except by arrangement with the resident faculty or a dean. Students can request special permission to leave the dorm before 6 a.m. from the dean of students.

### **FOOD DELIVERIES**

Students may order food to be delivered to their dorm during the day and during evening study hours, but all deliveries must be completed by 9:45 p.m. Sunday through Friday, and by 10:45 p.m. on Saturday. When placing their orders, students must provide the accurate address and direct deliveries be left outside the door authorized by dorm faculty. If a student has already checked in, they must request faculty permission to retrieve their delivery.

### **RETIRING HOURS**

1. All students should be in their own rooms after 10:30 p.m. (exceptions may be made only by dorm heads).
2. Lower and juniors are required to be in bed by 10:30 p.m. On rare occasions, they may request "late lights" from the person on duty.
3. Seniors and uppers should be free to control their own bedtime hour as long as they show good judgment. The faculty adviser or the faculty member on duty has the responsibility and authority to address abuses and to make exceptions on an individual basis.
4. Retiring hour rules for Saturday nights are made by the faculty in the various dormitories.

## DORMITORY PROCTORS

Dorm proctors are crucial in helping resident dormitory faculty establish an atmosphere of trust and join with the faculty in exercising at all times a special degree of concern for the welfare of the dormitory. To ensure the well-being of the dormitory, proctors must follow the regulations of the Academy and should encourage friendly and decent relationships among students.

The dorm proctor's role requires responsibility and a degree of accountability beyond those of other boarding students. Dormitory faculty and proctors should work together to devise appropriate measures to resolve conduct problems occurring within the dormitory. At times it may be necessary for proctors to report rule violations to the dormitory faculty. It should be understood, however, that the reporting of such infractions need not result in community conduct action. Proctors check students into the dormitory when on duty at night and report to the resident faculty any irregularity with respect to check-in hours.

Proctors must act when they become aware of any violation of the major rules, of any fire hazard or other dangerous activity, and of any serious health problems. Proctors in such situations should share their concerns and seek help from other proctors, faculty or Health Services. In such cases, proctors may request nondisciplinary response (NDR) from the faculty. With regard to less serious rules infractions, the proctor will enforce Academy and dormitory regulations as agreed upon with the faculty.

In houses and smaller dormitories, a proctor may be on duty more than one day each week but should not be on duty on Saturday. In the larger buildings there are usually several proctors, each of whom does duty no more than one day each week. Except for short absences, faculty members will be in residence when a proctor is on duty. Each head of a dormitory will regularly meet with the proctors and dorm faculty to discuss the state of affairs in the dormitory or in the Academy.

## DORM RELATIONSHIPS

Dormitories should be places where every student feels comfortable. No space should feel unwelcoming and no activity in any dormitory space should feel exclusive. To this end, relationships among dormitory residents and/or day student affiliates may not be intimate, sexual, or exclusive in nature. When faculty become aware of such relationships, they will, in consultation with the dean of students and the dean of residential life, provide support and guidance as the involved students consider their individual needs and those of the community. The community conduct system will not be part of the response unless it is warranted due to a current violation of another school rule.

## VISITORS IN DORMITORIES

Common area and room visitations allow students to visit with friends, work collaboratively on schoolwork, get extra help, work together on club activities, and socialize. These dormitory visitations, however, are not for the purpose of sexually intimate behavior. The faculty and students will work together to create dorm communities that promote respectful behavior, inclusivity, and community safety.

All students who are not residents nor day student affiliates of a dormitory are guests.

### ***Student Well-Being***

*The well-being of our student body is our primary concern. If at any time a student is concerned about personal safety or feels uncomfortable during a visit, they are encouraged to leave the room immediately and to seek out an adult for support. A student leaving a visitation under such circumstances will not face community conduct consequences for any rule violations that occurred concurrent with the visitation.*

### **1. Common Areas Visitations**

At the discretion of the dormitory faculty, on school days, students may have student guests in designated common spaces from 9:50 a.m. (or immediately after Assembly) until 7:55 p.m. for ninth- and 10th-grade students and 8:55 p.m. for 11th- and 12th-grade students. On non-school nights, these hours will be extended until five minutes before check-in times.

Visits to dormitory common spaces should be purposeful (for example, socializing with students who live in the dorm, working with peers, receiving extra help from a faculty member). Those who use the common spaces should be respectful of others using the same space.

### **2. Dormitory Room Visitations**

Students who are residents or affiliates of a dorm may visit in student rooms during permitted times without faculty permissions (please see Study Hours, Hours of Reporting and Retiring Hours on pages 60-61). Students who wish to visit another student's dorm room must be invited and accompanied by the resident student. When the host student leaves for more than a brief period, the visiting student should leave the room or dorm as well.

After the third Monday of September or Academy Life Day, whichever is later, at the convenience of the faculty member on duty, students may request permission to host guests in their rooms during the following times:

- On school nights:
  - Juniors and lowers: During faculty duty hours and no later than 7:55 p.m.

- Uppers and seniors: During faculty duty hours and no later than 8:55 p.m.
- On non-school nights:
  - All students during faculty duty hours and no later than five minutes before check-in times.

The faculty in each dorm has the right to eliminate any of these times from their visitations schedule.

When requesting permission, students are asked to introduce their guests to the faculty member on duty. When the guest is not an Academy student, the host must notify the faculty member of that fact.

During room visitations with guests, all interior and exterior room doors must be fully open and lights must be on in all occupied spaces. Lofts may not be inhabited during these room visitations. Students who are under community conduct action for a visitation violation may not request nor be granted visitations.

Students are expected to control for excessive noise during visitations, particularly during study hours. Guests who are disruptive to the dorm during visitations can be asked to leave the dorm. At the end of a visitation, the hosts and guests are expected to check out with the faculty on duty.

After January 1, seniors may request permission to visit with other seniors in their rooms and prop the room doors open by the width of a doorstop (1.5”). All other rules of visitations apply. Those who violate this rule will not be granted this privilege for the remainder of the year. (Please note, this is a pilot effort that will be reconsidered by the faculty in the spring of 2025).

### 3. Overnight Visits

#### **Day student affiliates on non-school nights:**

After dormitory room visitations have commenced, boarding students may request permission from the faculty member on duty for a day student affiliate of that dormitory to stay overnight. The host and the guest must seek permission from the faculty member in person. If the faculty member grants permission, the day student must initiate the Overnight Pass for Day Students in Affiliated Dorm in Orah. All permissions and contacts with the involved students and the day student’s parent/guardian must be completed at least two hours before the student host’s check-in time.

**Day student affiliates on school nights:** Boarding students may request permission from the faculty member on duty for a day student affiliate of that dormitory to stay overnight on a school night only if the day student needs shelter due to inclement weather or a family emergency; or, at the dorm head’s discretion, when there is a special dormitory event. Students should follow the permission process as outlined above for non-school night overnight visits.

#### **Family members or other non-Academy guests:**

Any request to have a high-school-aged family member or other non-Academy guests must be approved by the dean of students as well as the head of the dormitory. If permission is granted, the guest’s parent/guardian must also convey their permission and contact information to the dean or dorm head. Host students must familiarize their guests with the rules and regulations of the Academy and should ensure that their guests observe those rules and regulations.

Please Note:

- **Overnight guests will not be permitted until** dormitory room visitations have commenced for the school year.
- **Overnight visits of more than one night** must be approved by the dean of students as well as by the head of the dormitory.
- **Overnight visits between students from different dormitories, residents or affiliates are not permitted**

### 4. Additional Visit Regulations

- Students must obtain faculty permission for all non-Academy visitors, even if the visitors are their family members. These visits to the dorm should be brief, may not begin before 10:30 a.m., and may not extend into study or retiring hours.
- With the exception of high-school aged visitors, as described above, overnight guests are not allowed in the dorms.
- Visitors are not permitted to stay in dormitories on Exeter/Andover weekends.
- It is school policy that students Required to Withdraw must not return to campus for one year. In certain exceptional situations, the Academy may bar a student from campus and campus events for a period in excess of one year, including permanently.

### MUSICAL INSTRUMENTS

In addition to music practice rooms in the music building and academy center, some dormitories have music practice rooms where students can play various instruments. Outside of study hours and sleeping hours, students may play acoustic instruments in dorm common spaces or in their rooms. As a courtesy, students should inform their neighbors and others using common spaces at these times. Unless the sound can be played through headphones, no amplified instruments can be played in the dormitory. Music may not be played out of dormitory windows.

## DORMITORY GRILLS

In many dorms, a grill is operated by one or two student managers, subject to approval by the dormitory head and proctors. Grill managers are responsible for the entire operation of the grill, including maintaining accurate financial records. Grill franchises are not to be sold or “bequeathed.” The Dean’s Office should be notified each year that a dorm grill is in operation. Further guidelines can be found in the *Dorm Faculty Handbook*.

## DORMITORY GEAR

All dorm gear or memorabilia such as apparel, stickers, cups, etc., must be approved by the dorm head. Organizers should keep in mind that it generally takes three weeks or longer to process an order. Dorm heads are encouraged to consult with the Office of Student Activities or the Dean of Students Office if they need any assistance with this process.

## CARE OF STUDENT ROOMS

To ensure the safety and well-being of students and to comply with state and local fire regulations, the following section has been established. Violations of the following regulations can result in community conduct action.

To identify and eliminate fire and safety hazards, Campus Safety will make regular inspections of all student rooms. They will note all violations on a “First Notice — Fire Inspection Report,” leaving copies with the student, dorm head and dean of students. Three days will be given to comply before a room is reinspected. All subsequent inspections will result in confiscation of items in violation. Campus Safety will not be held responsible for any damages that may be sustained when removing such items.

Students must not tamper with smoke detectors or fire alarm systems. Tampering with such systems is a violation of the law. Please see Other Prohibited Activities on page 38 for more information on fire safety violations.

Personnel from Campus Safety will inspect student rooms based on the following list of fire and safety regulations:

1. Student rooms must be kept neat and orderly.
2. Posters shall be limited to 50 square feet total. Tapestries are allowed as long as all four sides are secured to the wall. Decorations must not be hung over the bed or from the ceiling or attached to the ceiling. Care should be used in attaching items to the wall. Do not use nails, screws, tacks, staples or glue. Removable adhesive tape, hooks and hangers are permitted.
3. Window curtains are permitted.
4. Pets are not permitted in student rooms.
5. All types of upholstered furniture are not allowed; this includes leather items, chairs, couches and futons, unless they meet the NFPA 260 or Cal 117 (2000 or 2013 edition) fire code requirements. Non-approved upholstered items brought to campus will be removed at the student’s expense.  
  
Students are responsible for the removal and summer storage of all furniture items brought to campus. Furniture left behind will be shipped home or disposed of at the student’s expense.
6. Extension cords must be UL-approved, and wire size must be a minimum of No. 16. They may be purchased from the Exeter Bookstore. Items plugged in to any room extension cord must not draw more than 1,200 watts. No more than one extension cord per room is allowed.
7. Mattresses must be placed on standard bed frames, neither on the floor, nor on makeshift frames.
8. Halogen lamps, high-intensity lamps and spotlights in which the bulb is tightly enclosed are prohibited. Bulbs in student lamps may not exceed a 60-watt rating.
9. Bicycles may not be stored in student rooms.
10. Rugs or wall coverings that are either in poor condition or prevent full use of the door to a student’s room may not be used.
11. Improvised partitions and bamboo or matchstick screens may not be used.
12. Paper and flammable plastic lamp shades may not be used.
13. Any freestanding item that impedes an exit route or that might be dislodged and create a blockage during an emergency is not permitted.
14. Candles, incense and other open-flame devices are not permitted. Please see Other Prohibited Activities on page 38 for more information on fire safety violations.
15. No flammable materials may be placed on radiators.

16. Paper items may not be placed on the corridor side of the door or in any dormitory corridor or stairway.
17. Large accumulations of paper and boxes are not permitted.
18. Consult the list of items not permitted in student rooms (see Furnishings and Equipment, page 58).
19. The following electrical items are allowed in student rooms: electric coolers, razors, blankets, clocks, radios, computers, stereos, hair dryers (portable only) and trigger-type soldering irons, providing the wattage is not excessive.
20. Towels, sheets and other school property are not to be taken out of the dormitories.
21. Dormitory rooms should be locked when not occupied.
22. Financial charges for damages will be handled through the Finance Office. Students are liable for the damages to their rooms, whether or not they have been locked. Malicious damage to school property or buildings may result in disciplinary action.
23. All confiscated items will be returned to students at the end of the school year.

search of a student's possessions, when warranted, may include such items as backpacks and electronic devices, including but not limited to cell phones, tablets and computers. If a controlled drug is located during a room search or discovered in any other fashion on campus, the Academy is required to notify the police (see Safe School Zone reporting laws, page 40).

### **ROOM INSPECTIONS**

Academy employees, including dormitory faculty and Campus Safety staff members, may enter student rooms for inspection, for health and safety purposes, and for concerns about possible rule violations. Such entry does not in and of itself constitute a room search. Investigation of a room's contents beyond simple entry and observation is considered a room search, for which the approval of a dean is required.

### **ROOM AND POSSESSIONS SEARCHES**

The Academy is committed to creating a safe environment on campus for all members of the community. For this reason, there may be times when a search of a student's room or possessions may be warranted. A faculty or staff member who has reason to suspect, or has knowledge of, physical or other potential harm should present their concerns to the dean of students, who will decide whether a search should be made. When a search is undertaken, at least one dean and a member of Campus Safety must be present. An effort is also made to include the student whose room or possessions are being searched, as well as an adult member of the dorm, in the event of a room search. A

# DAY STUDENTS

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Day students make up about 20 percent of the student population and are very much a part of everyday life at the Academy. They, like all students, are equal participants in classroom, athletic and extracurricular endeavors. The aim of our rules governing day students is to enable them to share in as much of the boarding experience as possible while recognizing their status as students who live at home.

## DAY STUDENT ACADEMY LIFE

1. The behavior of day students must be that required of other Academy students, and day students are expected to conform, as much as possible, to the same regulations as boarding students.
2. When at home, day students are under the supervision of their parents or guardians. Parents or guardians of day students are strongly urged to encourage them to follow a program of check-in and study hours as near that of students living in dormitories as is consistent with family living.
3. Day students are expected to be off campus by the check-in time of their class, unless they have an academic appointment or transportation difficulties. (Juniors and lowers are to check in by 8 p.m., uppers by 9 p.m., and seniors by 10 p.m., with the exceptions of Saturdays, when students in good standing are expected to check in by 11 p.m., and on any night preceding a day without classes, when students in good standing may check in at 10 p.m.).
4. Day students are assigned faculty advisers who are available to provide guidance and support on all matters pertaining to the students' school life. The day student coordinator and the dean of residential life are also available to help day students with any issues or concerns.
5. All new day students are affiliated with a dormitory. As a day student affiliate, day students will be included in many dorm activities and enjoy certain privileges in that dorm, including being allowed to stay overnight. We encourage day students to foster relationships with others in their dorm communities by participating in dorm activities and spending time in their dorm.
6. Lockers are provided for all day students in the Day Student Lounge on the second floor of Elizabeth Phillips Academy Center. There are also socializing spaces and quiet study areas exclusively for day students in that area. Internet access is provided throughout the building. Many day students choose to retain study carrels at the library as well. Day students can access Elizabeth Phillips Academy Center every day of the week. It is open from 6:45 a.m. to 10 p.m., Monday through Friday; Saturdays with classes from 7 a.m. to 11 p.m.; Saturdays without classes from 9 a.m. to 11 p.m.; and Sundays from 11 a.m. until 10 p.m.
7. Day students are encouraged to invite boarding students to their homes. It is understood that the parents/guardians of a day student, or adults designated by the parents/guardians, will be in residence and are responsible for the visiting students. The Academy's interest in the conduct of students away from campus is the same as it is in their conduct on campus. The Academy may hold students accountable for their off-campus conduct in appropriate ways, including a community conduct response. The parents/guardians of Day students inviting boarders as overnight weekend guests are responsible to respond to the specific Orah Pass for each occasion via Orah.
8. Some day students are licensed drivers and use a family car for commuting between home and campus (see Motor Vehicles on page 67 for rules governing day student use of cars).



9. If a day student will miss classes due to illness, the student's parents/ guardians must inform Health Services each day by calling 603-777-3420 prior to the class meetings.
10. Day students are to meet all Academy appointments. Students wishing to miss classes for off-campus appointments, weddings, etc., must complete and submit the Petition to Miss Required Appointments form located on myExeter Resources Board at least seven days prior to the event. Please note that if the Petition for a particular event is approved, the student must submit an Orah Pass request to the Dean's Office in order to be excused from missed classes or appointments. Otherwise, the student will receive unexcused absences.
11. Students who are children of faculty members and who do not live in student rooms in dormitories are regarded as day students living off campus.

### **DAY STUDENT PROCTORS**

Day student proctors create a welcoming environment for all new and current day students, serve as role models for the day student community, and establish trusting relationships with day students that enhance the well-being of the community. Day student proctors are selected in the spring term based on demonstrated leadership capacity and faculty recommendations, and are held to the same standards as proctors.

Day student proctors are affiliated with particular dorms and will offer support to the day students affiliated with that dorm and assist with dorm duty and events. Day student proctors will help to orient new students to our campus and will regularly be available in their affiliated dorms. Day student proctors participate in proctor training with the dormitory proctors.

In addition, day student proctors work with the day student coordinator and the dean of residential life to provide feedback about day student experiences and other information that may be relevant and helpful to the day student community.

### **MOTOR VEHICLES**

Boarding students may not possess or rent motor vehicles on campus or in the Exeter Vicinity. Students may not accept rides from passing motorists.

If day students are licensed drivers, they may drive between home and campus. Assuming proper insurance and parental approval, they may also give rides to other day students for commuting. Once on campus, vehicles must remain parked in approved locations.

**APPROVED STUDENT PARKING AREAS.** Student vehicles may be parked on public streets including Tan Lane (except during snowstorms), the Water Street parking lot, or behind the Facilities building off Chadwick Lane, on the south side of campus and in the parking garage under the Thompson Field House. All other parking lots are reserved for faculty, staff and visitors. After 5 p.m. weeknights and all day Saturday and Sunday, students may park in the Jeremiah Smith lot, Tan Lane lot and Nathaniel Gilman lot.

All student vehicles parked on campus must be registered with the Campus Safety Office and a parking decal must be attached to the left rear window or bumper. Day student cars should be registered within five days of the start of school.

All parking violations on public ways (streets and sidewalks) and all on-campus parking violations involving accessible spaces and fire lanes are enforceable by the Exeter Police Department. Tickets issued by the Exeter Police Department include a monetary penalty. Campus Safety officers may issue a ticket to remind drivers they have parked improperly on campus. While there is no monetary fee associated with these tickets, Campus Safety will refer students to the Dean of Students Office if multiple violations are accrued. Vehicles found to be in violation of these policies are subject to towing without notice.

*Day students are not allowed to drive boarding students except under the following conditions:* A day student driver who is 18 or older may give a ride to a boarding student guest to and from the day student's home for an approved overnight visit. The boarder must have an approved Pass in Orah prior to departing campus.

# FOR ALL STUDENTS

## COMMUNICATING WITH ACADEMY EMPLOYEES

Individuals are not permitted to make or attempt to make an audio or video recording of private telephone conversations or meetings without the advance permission of all participants. The use of undisclosed recording devices (including cellular phones and tablets set to record audio or video) during communications with Academy employees is prohibited, as is the transmission or distribution of any such recordings.

## ACADEMY FUNDS

Academy funds are available to the Academy community to support a wide range of activities including special dorm functions, speakers, concerts, art exhibits, student excursions and special projects. Each fund comes with a deed of gift that guides the use of the fund. Academy funds can be requested by completing the Funding Application form available on myExeter Resources Board. The application will require a proposal and projected budget for use of funds.

The Student Funding Committee meets regularly throughout the school year to review proposals and determine which funds, if any, would be the most appropriate to support a given proposal. The Student Funding Committee is composed of the dean of students (chair), dean of multicultural affairs, dean of faculty, director of financial aid, director of student activities, endowment and funding account manager, and an appointed faculty member.

## STUDENT/FACULTY FUNDS

*Richard Ward Day Fund* makes grants to faculty and students to support innovative projects and ideas that enrich the school community. Proposals for use of the fund include creative projects in the arts and the pursuit of scientific experiments beyond the standard curriculum. Students and their club advisers may also solicit funding for extracurricular activities such as ski trips or a trip to Boston.

*Davis Fund* helps individual students in unexpected ways to enjoy their experience at the Academy and makes grants to encourage those in need of support, financial or otherwise. The fund has given money at the holiday season, helped students with special projects, and purchased athletic equipment.

*Harvard Knowles Residential Life Fund* is used to support costs associated with student and faculty endeavors that will enhance the residential life experience, on or off campus. The fund has provided support for students

and their advisers to attend events that strengthen the Exeter residential life connection, such as tubing, bowling, dinner and a movie, and laser tag.

*The Lowenstein Fund* helps to “make Exeter a more beautiful place.” This includes the purchase of works of art, holding concerts and collecting books. The fund also provides for “humane and hospitable enterprises,” which include student excursions to plays, musical events, and art exhibits. Students and their faculty dorm advisers may also appeal for funds to pay for “social entertainments in the various dormitories.”

*Riordan Fund* supports student and faculty public affairs efforts by bringing speakers to campus and sending students and faculty advisers to significant regional and national conferences. Topics may include but are not limited to racism, poverty, homelessness, war, human rights, problems with the environment and injustices against the innocent. When possible, focus on an important international problem or conflict connected with the Far East is a preference.

*To apply for funds* from any of the above mentioned funds for combined student/faculty endeavors, please submit your request using the formsite link: <https://fs30.formsite.com/exeter/studentfunding/index.html>

## OTHER FUNDS

*Principal’s Discretionary Fund* provides support for those experiencing personal hardship, for unbudgeted school needs, and for projects that do not fall within the guidelines of other funds. Please submit proposals with a budget or suggestions for recipients of financial assistance to the principal.

*Newman Fund* is used to enhance the quality of student life and foster at Exeter the ebullient spirit that was the trademark of Robert M. Newman ’72. The fund is spent at the discretion of the Student Council.

*The Faculty Fund* improves living and working conditions for the faculty. It has paid for faculty dinners, tickets for athletic and other cultural events, tournaments in golf and squash, and other endeavors that enrich the life of our faculty.

*To apply for funds* from the Faculty Fund, please direct your inquires to the Dean of Faculty’s office.

## OUTDOOR ACTIVITIES

1. Students may relax and play games, including Frisbee, on the library lawn, the Academy lawns, and the residential and academic quads. Stickball, lacrosse and football are allowed only on the side lawn of the library in front of Dunbar Hall and in no other area of the residential campus.
2. Throwing snowballs or water balloons or shooting water guns is not allowed across or near any town streets, or in the vicinity of or in any Academy building.
3. Swimming, rafting and boating are not allowed in the Exeter River.
4. Jumping off Hill Bridge is prohibited.
5. Drones or unmanned aerial vehicles (UAV) are not allowed on campus or PEA property without the express permission of the Dean of Students Office and director of campus safety and risk management. If approved, drones must be registered with the Federal Aviation Administration and may only be operated away from campus buildings and must be confined to the athletic fields located adjacent to Phelps Stadium.
6. Unsupervised skating on the Exeter River is prohibited. Ice thickness and safety are difficult to determine and the river can be extremely hazardous.
5. Follow traffic laws (for example, do not ride the wrong way on a one-way street, and ride with the traffic).
6. Walk your bike across crosswalks; in town, riding on sidewalks is forbidden by town ordinance.
7. Do not block the sidewalk with a parked bike.
8. Ride at night only if your bike has front and rear lights.
9. Ride with both hands on the handlebars; do not carry possessions in your arms.
10. Bicyclists must avoid using busy highways such as Routes 101, 125 and 33.
11. Contact your dorm faculty member or Campus Safety to report your destination and anticipated return time if you plan to cycle off campus for a significant distance and/or to the beach.
12. Bikes should be registered with Campus Safety. This can be done at the Campus Safety Office or at [https://peaapps.exeter.edu/forms/Bicycle\\_registration\\_form.aspx](https://peaapps.exeter.edu/forms/Bicycle_registration_form.aspx). Campus Safety will only take stolen bike reports and initiate investigations for bicycles that have been properly registered and display the authorized registration sticker.
13. Bikes should be locked when not in use. Please do not lock bikes to handrails or handicap rails.

## BICYCLES

Exeter's surrounding countryside and nearby beaches provide excellent opportunities for cycling. In addition, many students find bikes a convenient way to travel around campus. At all times when riding a bike, students should remember that the safety of riders and pedestrians is paramount. Ride in control, and follow general bike and traffic safety rules. Students who ride recklessly will be held liable for injury or damage caused to others.

## GENERAL BIKE RULES

1. Ride in control; bicyclists must always ride in a way that does not endanger or inconvenience pedestrians.
2. Wear a helmet. New Hampshire state law requires those under the age of 16 to wear a bicycle helmet while riding on a public way.
3. One person per bike.
4. Pedestrians have the right of way.

## RED BIKES

Red Bikes is a free, dockless bike share open to Exeter students, faculty and staff. In a dockless bikeshare, users are able to ride directly to their destination and park the bike in any appropriate spot, and are not obligated to return it to a specific location. PEA currently has a fleet of 20 bikes that can be located and accessed via the Bloom App. Upon registering in the app, please allow 24 hours for the Red Bikes team to approve you as a user. All students under the age of 18 will need parental approval to participate. Please contact Mr. Biggins or Mr. McTammany with any questions.

## HOW TO USE

1. Download Bloom App
2. Join Red Bikes (requires an @exeter.edu email)
3. Use app to locate available bikes
4. Scan QR code on handlebars or rear hub to unlock
5. Adjust seat
6. Ride
7. Park appropriately and lock rear hub

## RULES OF THE ROAD

1. Bikes are for on-campus use only!
2. Remember to lock the bike (on the rear hub) to end your ride
3. Report mechanical issues through app
4. Park adjacent to a bike rack — do not block walkways or doors!
5. Move inappropriately parked bikes
6. Encourage students to use bikes responsibly
7. Helmet use is encouraged
8. Do not bring indoors!
9. Privileges may be revoked for inappropriate usage

## PETITIONING TO MISS CLASSES

Students are expected to attend all required appointments, including classes, check-ins, music lessons, rehearsals, and athletic practices and competitions. Exceptions are made for extraordinary circumstances, including but not limited to a sibling's wedding or graduation, college visits, special family events, and top-level academic or athletic competitions. Students must petition the Dean of Students Office at least seven days prior to the missed appointment(s).

Please note that students do not need petitions to miss classes for religious holidays, funerals, or medical/dental appointments. In these cases, a parent/guardian must call or email 603.777.3411 or [dean\\_students@exeter.edu](mailto:dean_students@exeter.edu).

1. Students should complete and submit the Petition to Miss Required appointments form on the Student Resource page (click Student Resources then look in Forms & Petitions) at least seven days prior to their trip. When the Petition is submitted, an email notice is sent to the student's adviser requesting input regarding the request. These comments must be received before the Petition is to be considered by the deans.
2. If the Petition is approved, the student must also complete the appropriate Oran Pass obtaining final parental and host (if applicable) endorsement(s).

## STUDENT COUNCIL

The Student Council is the representative government of the student body. It consists of approximately 90 students representing dorms, day students and classes,

as well as students appointed to the council. However, all students are welcome to participate. The council meets on Tuesdays at 8 p.m. in the Forum in Elizabeth Phillips Academy Center. Meetings are open to the school community and all students are welcome to attend. Juniors and lowers may request permission from the faculty member on duty in their dormitory to attend. The group reflects student opinion, presents student-initiated proposals to the faculty, and acts as the key liaison between the faculty and the student body. Its functions include disbursing money to clubs and supporting and coordinating a wide range of student activities.

## STUDENT COUNCIL LEADERSHIP

### President

Cam Khater

### Vice President

Anna Holtz

### Co-Secretaries

Kyle Kennedy

Lauren Lee

### Advisers

Ms. Marshall

Ms. Rankin

## STUDENT WORK PROGRAM

The Student Work Program offers students an opportunity to perform jobs that support the smooth operation of the Academy while earning money. Jobs are limited to a maximum of six hours per week. In order to be employed at the Academy, a student must have a U.S. government-issued Social Security number and provide documentation of employment eligibility (for example, a Social Security card, passport, alien registration card, or other documentation as outlined by Homeland Security that establishes employment eligibility. Employment eligibility documentation must be original, unexpired, and presented in-person in Human Resources. Copies, photos or scanned images, etc., are prohibited.), as well as parental consent documentation as outlined by NH Child Labor Laws. Students must complete an online application to be considered for the program. Prior to beginning their student work assignment, students will complete online new hire paperwork and provide the Human Resources Office (ground floor, Jeremiah Smith Hall) documents to support their identification and eligibility to work in the U.S.

For summer jobs within the state of New Hampshire, students who need work papers signed can obtain signature in the Dean of Students Office. Students with summer jobs in other states should consult their home state's child labor laws to learn what is required.

# ACADEMY POLICIES

## ACCEPTABLE USE POLICY FOR IT

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At Phillips Exeter Academy, we believe that technology plays a crucial role in supporting and enhancing education. Our commitment to fostering a safe, respectful, and inclusive learning environment extends to the use of Information Technology (IT) resources provided by the school. The following guidelines are designed to promote responsible and positive use of IT, ensuring the well-being and development of all members of our community.

This policy applies to all individuals who use Academy IT resources, including our network, Academy-provided Internet connection, devices, applications, data, and information developed from Academy data.

### RESPONSIBLE USE OF RESOURCES

We aspire to develop responsible digital citizens who demonstrate integrity, respect, and empathy in their online interactions. We expect that students, employees and guests using Academy IT resources will:

- Use technology as a tool for learning, creativity, collaboration and critical thinking.
- Use technology in ways that align with our values of knowledge and goodness, honesty, and inclusivity.
- Use technology for incidental, personal purposes only so long as it does not affect the performance or security of the Academy network.
  - Academy IT resources may not be used for business or political purposes unrelated to the Academy or for any illegal activity.
  - Any communication, internal or external, must clearly and accurately identify the sender unless the communication method is provided by the Academy and intended to be anonymous (such as our anonymous reporting systems or Academy-administered surveys).

- Promote a culture of digital etiquette, treating others with respect, kindness and compassion online.
- Take care of school-owned devices and report any issues or damage to IT promptly.
- Report any instances of cyberbullying, harassment, discrimination, illegal activity or activity otherwise inconsistent with the Academy's rules and policies as defined in *The E Book* and the Employee Handbook.

### ONLINE SAFETY

We are committed to maintaining a safe and secure digital environment. We aim to educate and empower our community members to:

- Use strong and unique passwords, and never share them with anyone. Individuals are responsible for actions taken under their username and password.
- Use a password or security passcode on all devices and log out of or lock unattended devices
- Report suspected phishing attacks to the IT Department using the "Phish Alert" button in Outlook.
- Report any suspected security incidents or vulnerabilities to [spam@exeter.edu](mailto:spam@exeter.edu) or 603-777-3625.
  - If you are certain that a security incident is in progress, contact Campus Safety at 603-777-4444.
- Keep software and devices up to date with the latest security patches and antivirus software.
  - Attempting to bypass or disable any Academy security controls such as antivirus or multifactor authentication systems is strictly prohibited.

- Use virtual private networks (VPNs) when accessing Academy resources remotely (outside of your home).

In order to protect the Academy community and Academy IT resources, individuals acknowledge that:

- The Academy reserves the right to access, view or monitor any information stored on or transmitted over the network and Academy-provided Internet connection, or on or over equipment that has been connected to the Academy's network, and it may be required by law to allow third parties to do so. The Academy will participate in any required investigation, as directed by General Counsel.
- Academy employees and Emeriti with active Academy email accounts must complete annual Cyber Security Training provided by the Academy.
- Per New Hampshire statute RSA 570-A, individuals are not permitted to make an audio or video recording of private, non-public conversations and/or meetings without the knowledge and consent of all participants subject to these recordings.

## DATA LOSS PREVENTION

To protect our digital infrastructure and sensitive information, we expect individuals to:

- Understand the risk and potential consequences of sharing personal information online. Review our Data Security and Privacy Guidelines for more details.
- Have IT ([itservices@exeter.edu](mailto:itservices@exeter.edu)) perform a security and compliance review for any software or IT services before installing or using them for Academy business or on Academy devices, including cloud software.
- Only store personally identifiable, sensitive and/or confidential Academy data on Academy-provided devices, in Academy-managed cloud accounts or in other systems authorized by the IT Department.
- Only access Academy data which you have a legitimate business need to access. If you have access to data that you believe you should not, contact our Cyber Security team at [spam@exeter.edu](mailto:spam@exeter.edu).

The Academy reserves the right to restrict or deny access to individuals or devices to protect Academy systems, software, data, information, and other individuals from potential or actual harm.

## INTELLECTUAL PROPERTY, COPYRIGHT AND TERMS OF USE

We respect the intellectual property rights of others and strive to create an atmosphere of creativity and innovation. We require our community to:

- Use digital content in compliance with copyright laws, licensing agreements and terms of service.
- Cite and reference sources appropriately when using or sharing information.
- Seek permission from copyright holders when using copyrighted material beyond fair use guidelines. For advice on fair use, contact the Academy Library.
- Adhere to software licensing agreements and avoid installing or using unauthorized applications.
- Respect intellectual property rights by properly attributing and acknowledging the work of others.

## INCIDENT REPORTING

All members of the community are expected to assist in the enforcement of this policy. **Suspected violations of this policy should be reported *immediately* to:**

- **The Director of Information Technology** ([itservices@exeter.edu](mailto:itservices@exeter.edu))
- **The Academy's General Counsel** ([privacy@exeter.edu](mailto:privacy@exeter.edu))

If you would prefer to remain anonymous, see our Anonymous Reporting options (page 51).

Violations of this policy may result in a variety of disciplinary or community conduct actions, which may include the loss of computer, telephone or network access privileges or dismissal for employees and requirement to withdraw for students.

Some violations may constitute criminal offenses as defined by local, state and federal laws, and the Academy may initiate or assist in the prosecution of any such violations to the full extent of the law. The Academy will report to the police any violation that falls under the New Hampshire Safe School Zones Act (see page 40).

By adhering to these guidelines, we can create a positive digital environment that promotes learning, collaboration, and personal growth while protecting our community.

# INTERNET AND SOCIAL MEDIA POLICY

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The Academy recognizes the many benefits afforded by technology, but also recognizes there are risks associated with internet use. The Academy respects the right of students to use social media networks, personal websites and blogs (“social media”), which includes, but is not limited to, Facebook, X (formerly Twitter), Instagram, Snapchat, TikTok, YouTube and Pinterest. The Academy strongly believes in open dialogue and diversity of thought. These guidelines do not seek to limit those expressions, but rather to foster discourse in an atmosphere of mutual respect.

All students should carefully manage their online privacy and ensure that their online activities are consistent with all Academy rules and policies, including the Acceptable Use Policy. Furthermore, when using social media, students should keep the following in mind:

- Information posted on social media sites can potentially be viewed by anyone and is never truly deleted. Thus, make sure to review privacy settings on social media sites and exercise care and good judgment when posting content.
- Be careful not to post personal information about yourself or other students (e.g., addresses, birthdates or phone numbers), which can enable identity theft or put yourself and others at risk.

- Members of the community have varying degrees of comfort with their words and images being posted online; as such, consider others’ privacy and seek permission before posting information and photos on the internet.
- Nothing that constitutes bullying, harassment, discrimination or sexting may be posted on social media sites. See the Academy’s Bullying, Hazing and Harassment Policy (pages 36-37) and the Sexting Policy (page 40).
- Do not use the Academy’s name (including any derivation or shortening of the name) or Exeter’s logo in any way that could be interpreted to suggest the Academy’s endorsement of your social media activity (for example, in the title of a Facebook page or blog). The Academy reserves the right to stop social media activity of this type.

If a student’s activity on the internet or social media violates any of the Academy’s rules or policies, the student will be required to cease such activity. Depending on the circumstances, the student may be subject to community conduct action. If you have a question about whether your social media activity violates these rules, please consult with the dean of students.

# CAMPUS SAFETY, EMERGENCY RESPONSE AND PERSONAL SAFETY

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## FIRE SAFETY

All dormitories hold five fire drills throughout the school year. The intent is to prepare the students in case a real emergency occurs. Campus Safety personnel are responsible for conducting fire drills and will schedule the drills with input from dorm heads. Two of the five drills must take place while students are asleep.

### BUILDING FIRE ALARM ACTIVATION

Whenever a fire alarm system is activated, the following measures are to be taken:

1. Close room windows and turn on lights.
2. Leave room door closed but unlocked.
3. Do not delay leaving in order to carry out property.
4. Evacuate the building; proceed to a designated area for attendance.
5. Leave the dorm as quickly as possible. Do not rush. Walk. Do not run.
6. Do not reenter a burning building.

Under no circumstances is a faculty or staff member to shut off the alarm system or allow students to reenter the building. This will be done by the Fire Department, except during a planned fire alarm drill.

### INDIVIDUAL ROOM SMOKE DETECTOR ACTIVATION

Whenever an individual room smoke detector is activated, the following procedures must be followed:

1. Evacuate the room immediately.
2. Find and activate the nearest building alarm system.
3. Evacuate the building.
4. Do not tamper with smoke detectors.

## AREA EMERGENCY

Every member of the Academy community plays an important role in keeping our campus safe. It is essential that, as a community, we know how to respond during an emergency situation such as a campus evacuation or lockdown.

The Academy community will be alerted by email, an exterior campus notification system, text messaging or other means. We may also be alerted by the town siren/speaker system.

### CAMPUS EVACUATION

#### Level 1 Emergency

Should a Level 1 emergency require the evacuation of an entire dormitory, students would be relocated to another location on campus using the following guidelines:

1. Students will move to one location for a short-term stay and to a different location when overnight accommodations become necessary.
  - a. For short-term stays on campus, students will relocate to the Thompson Field House.
  - b. Should overnight accommodations be necessary, Love Gymnasium will be made available for overnight accommodations.

#### Level 2 and 3 Emergencies

In the event of a Level 2 or 3 emergency, the Academy's Incident Response Team (IRT) will direct the school's response. The IRT will base its decisions on current information and basic response options to include: go on with business as usual, postpone selected events, shelter in place for a defined period of time or evacuate all or part of the campus.

The Academy has developed the following Campus Evacuation Plan to be used in the unlikely event that we need to shelter or evacuate the campus:



If there is a need for a campus-wide evacuation, notification will be made via Exeter Alert and the Emergency Notification System. The following groups will receive text messages and emails from CSS advising of the need to evacuate campus:

- The Incident Response Team
- Faculty, Students, Staff, Campus Safety, Harris Family Children’s Center, Exeter Police, Exeter Fire, and Dean on Duty Phone
- Campus-Wide Alert to instruct all off-campus students to report in via email or telephone.
  1. Boarding students will return to their dorms and meet with dorm faculty in common rooms. Once present, attendance will be taken and attendance information forwarded to Campus Safety.
  2. Day students will respond to the dorm they are affiliated with where attendance will be taken. They will either be released from that location and sent home or will accompany the dorm and proceed to the next stage of evacuation.
  3. Faculty and staff parents should go immediately to the Harris Family Children’s Center to pick up their children if applicable.
  4. Dorm faculty should return to their dorms and wait for further information.
  5. Information will be communicated to faculty, students and staff utilizing Exeter Alert and/or Mass Notification procedures, contingent upon communication capabilities and time of day.
- Day students who have not been released home at the time of final evacuation will accompany residential students to either Raymond High School or Saint Anselm College where they can be released to parents/guardian.

*Items for residential students to include in your emergency provisions bag:* personal hygiene items, prescription medicines, eyeglasses, contact lenses/cleaner, Lion Card, passport, checkbook/cash/credit card, one change of clothes, seasonal outerwear, small valuables, mobile phone/charger, reading material (optional). Due to limited space, larger items are prohibited, such as CD/DVD collections, skateboards, bicycles, large games and additional clothing.

## **CAMPUS LOCKDOWN**

When a lockdown is initiated, immediate notification will be given via Exeter Alert and the Academy’s Mass Notification System (speaker system). All card-access buildings will be immediately locked. Buildings not on the card-access system will be manually locked. A lockdown message will be announced via the external notification system for people who are outside. Academy members will also receive a text message regarding the lockdown followed by email messages. The following outlines what you need to do during a lockdown:

1. Remain in the building and room you are in and ensure they are secure.
2. Lock windows that could be used to access the building and close window shades.
3. Remain quiet, turn off room lights, and move away from windows and doors.
4. If possible, remain where you will be able to receive email and voice mail updates.
5. Do not enter hallways, common areas, or move from room to room.
6. Do not let anyone into a building or room during a campus lockdown.
7. Do not make unnecessary outgoing phone calls — preserve your phone battery.
8. If you are outside when a lockdown is initiated, do not check doors or wait outside a building in an attempt to gain access. You should immediately leave campus, go to a safe location and monitor text messages for incident updates.
9. Report suspicious activity or information concerning the emergency to the Office of Campus Safety or the Exeter Police Department.

## **PERSONAL SAFETY**

1. Always lock your room except during a fire alarm activation and take your key. Do not leave the key in the door or near your room.
2. Do not admit strangers into your dormitory or into your room.
3. Always walk in lighted areas when traveling after dark.
4. Always travel in groups after dark.
5. Do not take shortcuts behind buildings or through secluded areas.

6. Hoverboards are not permitted in any campus location due to fire safety concerns.
7. Do not jump off the Hill Bridge or swim in the Exeter River. Removal of a dam in Exeter has lowered the water level significantly and increased the associated risk.
8. Unsupervised skating on the Exeter River is prohibited. Ice thickness and safety are difficult to determine and the river can be extremely hazardous. Students skate at their own risk and may not skate alone at any time.
9. Rafting or boating of any kind without adult supervision is not allowed.
10. Do not go beyond Court Street, behind Health Services or into Swasey Parkway after dark unless you are traveling to or from a required appointment such as a team practice or astronomy observation or attending an Academy-sponsored event AND you are with others.
11. Register bicycles with Campus Safety and lock them when unattended, even in bicycle storage areas.
12. Contact your dorm faculty member or Campus Safety to report your destination and anticipated return time if you plan to cycle off-campus for a significant distance and/or to the beach.
13. Students must buckle their seat belts whenever they ride in Academy-owned vehicles or the personal vehicles of faculty/staff members.
14. Use care when crossing streets. Always use crosswalks. Look both ways before crossing and make sure the oncoming vehicles have come to a complete stop before entering the roadway.
15. Do not go on the roofs of school buildings.
16. Report all suspicious persons and activities immediately to Campus Safety. “See Something, Say Something.”

Exterior emergency telephones are strategically located around campus, providing direct communication to local police, fire and ambulance services. All of the telephones are handicap accessible.

## **CAMPUS SAFETY NOTICE: PREVENTING TAILGATING (SECURITY BREACH)**

Tailgating, sometimes referred to as piggybacking, is a type of physical security breach in which an unauthorized person follows an authorized individual to enter a secured area such as a dorm.

One of the most common tailgating methods is someone simply following someone else through a door — usually because a community member holds a door open for the person behind them. This can occur because we all have a tendency to be courteous and our default tendency is to leave the door open to allow the person behind them access to a building or office.

### **What we can do?**

- **Never allow delivery persons access to our dorms.** All food deliveries should place food outside the main door. This area is well-lit and most have cameras in place for student safety.
- Report suspicious persons or activity to Campus Safety by calling 603-777-4444.
- Direct visitors or guests who appear “lost” or out of place to Campus Safety.
- Close doors securely behind you when entering or exiting buildings, especially to secure or restricted areas such as dorms. Do not hold the door for someone coming in behind you if you are not sure that they are authorized to enter that space.
- Any contractors and/or vendors who are approved should be wearing appropriate visitor badges that are issued by Campus Safety. If you notice any who are not, please direct them to contact Campus Safety to sign in.

Please be aware that, during the school year, in most instances contractors are not allowed in dorms unescorted. This applies to contractors in dorm apartments as well (e.g., cleaning agency, cable repair personnel, etc.).

Thank you as always for your assistance. If you have any questions or concerns, please contact Campus Safety at any time at 603-777-4444.

# DRUG-TESTING POLICY

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The Academy's drug-testing policy applies to situations when a student is suspected of being or having been under the influence of alcohol or other drugs. The dean of students or a designee may require a student to be drug tested at any time if there is a concern that the student may be under the influence of alcohol or other drugs.

- Drug testing may be performed using a Breathalyzer or by analyzing saliva, urine, blood or hair. Urine, blood and hair samples will be collected at the Health and Wellness Center or at a hospital or other medical facility. Saliva and breath samples may be collected anywhere on campus.
- Failure to consent to testing, failure to show up for testing, or evidence of attempted adulteration, such as providing a diluted sample or a sample that did not come from the student's own body at the time of testing, may cause a test to be presumed positive.
- All costs associated with the first stage of drug testing (Breathalyzer or urine sample) are covered by students' health service fee. If the first stage of drug testing is positive (i.e., if drugs are detected), the second stage of testing, which verifies the results, will be billed to the student's parents/guardians. Currently, the cost of this second stage of drug testing is between \$75 and \$150. Financial aid is not offered for the second stage of drug testing.
- In the case of a suspected rules violation in progress, a positive drug test may result in community conduct action.
- In the case when periodic drug testing (PDT) is required as part of a dean of students referral to the Academy Student Assistance Program (ASAP), test results never result in community conduct action. A positive test (i.e., drugs detected) will simply become the subject of discussion with the student's counselor, health educator, adviser and parents/guardians. Multiple positive tests that suggest a chronic substance use problem will prompt consideration of a medical leave of absence.

- Test results will be shared with the student, the student's parents/guardians, the student's adviser and the deans. If collected as part of an ASAP referral, the results will also be shared with the student's clinician(s) and/or health educator. If collected as part of a suspected rules violation in progress, the results may also be shared with the Community Conduct Committee.
- The Academy typically relies on urine testing and Breathalyzers for periodic drug testing or when there is a concern about a student's substance use. Parents/guardians who wish to gather historical data on their child's substance use may make arrangements independently for hair testing or other assessments.

Results from drug tests performed by law enforcement officials or at medical facilities may also be shared with Academy officials, and, if positive, may subject the student to community conduct action. However, any student who has proactively taken the initiative to seek help for their own or another's use of alcohol or other drugs will be supported in this effort with a non-disciplinary response (see sections on NDR and ASAP, page 42). Health and Wellness Center staff can provide treatment, education and counseling and can arrange for referrals to off-campus clinicians.

According to the Academy's non-disciplinary response (NDR) policy, "a student may take the initiative to seek help for themselves or peers by disclosing information to an Academy employee (e.g., faculty/staff member, Campus Safety) or by contacting any medical professional (e.g., calling 911, going to the health center). No disciplinary consequences will result from that conversation, unless a faculty or staff member has already observed or has obtained material evidence of a violation."

# MEDICAL LEAVE OF ABSENCE POLICY

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A medical leave of absence enables a student to receive medical and/or psychological treatment at home or off campus while officially remaining a student at the Academy. A medical leave of absence lasts for the majority (if not all) of one term and may not exceed three terms.

A medical leave is considered when the school cannot offer the proper treatment or when it is not appropriate for a student to receive medical treatment while being a full-time student and living in a dormitory. At any time, the school may require a student to be placed on medical leave. The dean of student health and wellness decides whether to grant a medical leave of absence in consultation with the dean of students, medical director, and the director of Counseling and Psychological Services.

There are certain medical and psychological conditions and behaviors that require treatment not well-suited for those living in a residential school environment, where even students who do not board must exercise high degrees of individual responsibility and autonomy.

An example of one such condition is a severe eating disorder, proper treatment of which requires more

supervision and guidance than the school can provide. Additionally, in the treatment of these conditions, close family involvement is imperative and in the best interest of the student. In some situations, the condition or behavior may create undue disruption in the dormitory or classroom. Should such a situation arise, the school reserves the right to give the family advice to consider medical leave or withdrawal.

When a student departs for medical leave they or their family must pack and remove their belongings from their room, library carrel and the lockers on campus. Upon their return, the Academy will work to assign the student to their preferred dorm, but we cannot guarantee any particular placement.

A student on medical leave may visit the school only with the dean's permission and when accompanied by a parent/guardian. Students returning from medical leave must spend at least one term learning on campus before joining any of the Academy's off-campus programs. If you need more information about the medical leave process, please contact the Dean's Office. (Note also the section entitled Reporting of Medical Leaves to Colleges, page 13. For information on other types of leave, refer to Personal Leaves on page 79 or Dean's Leave on page 35.)

## OTHER AGENCIES

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1. No agencies, businesses or stores of any kind are allowed in the school without permission from the Dean's Office.
2. Sales or solicitation within the dormitories is not allowed without permission of the Dean's Office and the dorm head. No products may be sold room to room.

## MEDIA AND PHOTOGRAPHY POLICY

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Phillips Exeter Academy supports media, photography and other requests that directly connect to the educational mission of the school. Please keep in mind that:

- Any media or photography requests, including interviews with Academy employees or students, should be directed to the director of communications for approval.
- If approved, a media representative or photographer interested in visiting the campus should expect to be accompanied by a member of the communications office.
- The Academy does not normally allow its facilities to be photographed for commercial use.

The Academy routinely captures photos and live or taped video of its students, employees and visitors to campus and uses these images on its website and social media channels and in the alumni magazine, fundraising materials, advertisements and student publications. The Academy reserves the right to reproduce these images and files. By studying at, working at or visiting PEA, an individual acknowledges this right of the Academy. Please see the Student Media Waiver in your Enrollment Contract for additional information, including instructions for informing the Academy if you do not consent to the photo and/or video use described in this policy.

The Academy does not release information about or pictures of its students or employees without permission, and has no liability for photographs used without permission.

# PARENT/GUARDIAN POLICIES AND EXPECTATIONS

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## **COMMUNICATING WITH ACADEMY EMPLOYEES**

Individuals are not permitted to make or attempt to make an audio or video recording of private conversations or meetings without the advance permission of all participants. The use of undisclosed recording devices (including cellular phones and tablets set to record audio or video) during communications with Academy employees is prohibited, as is the transmission or distribution of any such recordings.

## **FOR PARENTS OR GUARDIANS WHO LIVE APART**

The Academy seeks to establish an efficient and productive communications process with a student's parents/guardians. Generally, information about a student is available to both parents/guardians. However, when a student's parents/guardians indicate that they live apart, the Academy designates one primary parent/guardian. Certain information and communication is made available only to the primary parent/guardian. This includes, but is not limited to, information regarding permission and authorization forms. The Academy assumes that the primary parent/guardian

is the one who shares the same home address as the student (as indicated in the student's file). The Academy will change its designation of primary parent/guardian only upon a written agreement, signed by both parents/guardians of the student, or by an order issued by a court having competent jurisdiction. Any questions regarding the designation of the primary parent/guardian should be directed to the dean of students.

**PARTNERING WITH EXETER** Parental or guardian support of the Academy in implementing its philosophy and policies is important to the Academy's ability to provide an education to students. The Academy will work with parents or guardians to the best of its ability. If the continued involvement of a parent or guardian with the Academy is not in the best interests of the student or the Academy, or if the parent or guardian fails to cooperate with the Academy, or disregards or is unable to abide by the rules and regulations of the Academy, the Academy reserves the right, in its sole discretion, to require the withdrawal of a student or deny enrollment or reenrollment of a student.

# PERSONAL LEAVE OF ABSENCE POLICY

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On rare occasions, a student may be granted a personal leave of absence to pursue interests outside of or beyond the scope of the Academy's curricular and extracurricular offerings or to take time for an extraordinary personal or family concern. A personal leave may be granted for one, two or three terms (the maximum). Personal leaves have been granted for unique academic programs that the Academy does not offer or extensive athletic preparation and competition.

The final decision to grant a personal leave of absence resides with the faculty. Students can request a personal leave of absence by submitting a letter of intention and proposal to the Dean of Students or the Dean of Academic Affairs at least one full term prior to the term for which leave is being requested. Proposals are first reviewed by the deans then presented to the Academic Advising Committee. If the committee approves a proposal, the Dean of Academic Affairs presents the proposal to the faculty for a deciding vote.

Students granted a personal leave should carefully plan how they will complete graduation requirements. The Academy does not give credit toward graduation requirements for academic work done apart from the Academy. Students who take a full year of leave will typically return to the Academy without advancing a grade. In rare circumstances, the Dean of Students Office will, with advice from the Academic Advising Committee, allow a student taking a full year's leave to advance academically with their graduating class. Parents/guardians should note that students will be billed the day student tuition rate for each term away on an approved personal leave except when an entire school year of leave is granted.

Students on a full-year personal leave must contact the dean of students by the end of winter term during their leave. At this time, they must either declare their intention to return to the Academy the following school year or indicate they need more time to make a decision.

For information on other leaves, refer to Medical Leaves on page 78 or Dean's Leave on page 35.

# POLITICAL SIGNS

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Students are free to express their political opinions in and outside of class and to engage in political activities, and are encouraged to do so. However, given very specific federal laws and guidelines for nonprofit institutions such as the Academy, it is important that they do so as private individuals and avoid the

appearance that they are speaking or acting on behalf of the Academy in town, state and federal political matters. Therefore, students can display political signs for their peers in Academy elections but may not for candidates seeking offices outside our school.

# RECYCLING GUIDELINES

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Phillips Exeter Academy utilizes a “single stream” recycling system in order to increase the quantity of recycling on campus. Single stream recycling means that all of the following recyclables may be commingled in the same container: paper, newspaper, magazines, paperboard (cereal-box type), cans, glass and plastics. Aerosol cans that do not contain paint or pesticides may also be recycled.

Materials may be placed in blue bins and recycling stations on each floor or per building in smaller buildings. The following guidelines explain what to do with other materials not included in the single stream recycling system.

*Plastic Bags* can be recycled at local grocery stores.

*E&R Plastic Bags.* Deposit only E&R plastic film bags in the specially marked tall boxes in your dorm.

*E&R Wire Clothes Hangers.* Place your empty hangers from E&R only on the iron stand in your dorm. Wooden hangers or ones with cardboard tubes are not accepted for recycling by E&R.

*Cardboard.* Clean cardboard in small quantities may be folded flat and placed behind the recycling bins in your dorm. Deposit large quantities of corrugated cardboard into the green dumpsters behind Elm Street Dining Hall.

*Styrofoam Packing Material.* Save and bag styrofoam peanuts from your parcels and take them to the Academy mailroom for reuse.

*Compact Fluorescent Light Bulbs.* DO NOT throw spent or broken CFLs in the trash, as they contain a small amount of mercury and therefore must be recycled. Ask your environmental proctor where the CFL recycling bin is in your dorm.

*Batteries.* Place any used lithium, nickel-cadmium, alkaline and lead acid batteries into the clear and white “battery” bins, located in each dorm and in academic buildings

throughout campus. Contact your dorm custodian when these bins are full so that they can be delivered to Environmental Compliance in Facilities Management.

*Cell Phones.* These may also be placed into the clear and white “battery” bins, located in each dorm and in academic buildings throughout campus.

Please do not throw trash in the recycling bins. Contamination results in the whole load being thrown away. Using recycling containers only as intended is essential for the waste management program to succeed, and your participation makes all the difference.

## 10 TIPS FOR REDUCING YOUR ECOLOGICAL FOOTPRINT

Every time you reduce your energy use, reuse an item, or recycle, you set an example for others. Phillips Exeter Academy has many environmental clubs for students and ways to get involved. Contact Mr. Biggins or Mr. Kelly for more information.

1. *Electricity:* Always turn off lights, stereos and other electrical devices when leaving a room, even if for a short time, and put computers in sleep or hibernate mode. Unplug chargers when not in use.
2. *Lighting:* Use energy-saving LED light bulbs instead of incandescent bulbs. Ask your custodian for these bulbs. Dispose of your spent or broken bulbs in the appropriate bin.
3. *Heating:* Keep storm windows closed during the heating season. Use the valve on your radiator to control room temperature. Report faulty valves or other heating problems to Facilities Management via the work order system: [https://www.maintenanceconnection.com/mcv18/online/mc\\_login\\_phillips.htm](https://www.maintenanceconnection.com/mcv18/online/mc_login_phillips.htm).
4. *Water:* Turn off water faucets snugly. Report any leaks or drips to your dorm custodian or Facilities

Management via the work order system: [https://www.maintenanceconnection.com/mcv18/online/mc\\_login\\_phillips.htm](https://www.maintenanceconnection.com/mcv18/online/mc_login_phillips.htm). In case of emergency, call 603-777-4444.

5. *Water*: Limit showers to eight minutes or less. Turn off the sink faucet while brushing your teeth or washing. Fill your reusable water bottles at one of our filtered water stations instead of buying bottled water.
6. *Food Waste*: Both dining halls and the Grill compost all food waste. Elm Street saves water with trayless dining. Please take only the food you will eat, and place any food waste from the Grill and Wetherell in the compost waste receptacle.
7. *Paper*: Reduce your paper use by keeping notes and reading documents online. Use both sides of a piece of paper before recycling, and print double-sided. Consider whether you really need to print or make a photocopy of something.
8. *Packaging Waste*: When online shopping at Amazon or other retailers, choose products labeled frustration-free packing, with reduced packaging, and packaging that contains recycled or recyclable materials. Break down cardboard and other packaging at the mailroom package station. Instead of buying something new, consider if you can get the same item from The Exchange. Donate clothing and electronics you no longer need to charitable organizations or to The Exchange.
9. *Reduce your consumption*, reuse items when possible, and recycle as much as you can. If something can be easily repaired or restored instead of thrown away, take a few minutes to do so. The Academy's philosophy of sustainability is Reduce, Reuse, Recycle, Restore. Every person's actions matter.
10. *Encourage your friends and dorm mates to follow these tips!* Together, our actions can make a difference.

## STUDENT PUBLICATIONS GUIDELINES

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A Phillips Exeter Academy student publication:

- Is the voice of a recognized Academy club and has received Publications Committee approval.
- Conforms to the Academy's Publications Guidelines, which follow.
- Comes in the form of an edition and is part of a series of editions that are published on a regular schedule.
- Has editorial standards that are recognized by the adviser and editors and consistently followed in original editions and in any later modifications, including electronic or digital versions.

### PUBLICATIONS APPROVAL PROCESS

All students who wish to create a new student publication, either electronic or print, must meet with the Publications Committee before publishing. To receive the approval of the committee, the editors should demonstrate that their publication does not duplicate an existing one, that the publication has an adviser who is actively involved, that the student editors are familiar with the Publications Guidelines, and that the group has the staff and resources to sustain the publication beyond its first year.

### BLOGS

The publications approval process is somewhat different for student blogs with one important exception (see italics below). Given the spontaneous nature of most blogs, a student organization that wishes to publish a blog does not need to meet with the Publications Committee and go through the standard publications approval process. However, the following expectations apply to all blogs:

- All contributors to a blog produced by a student organization will abide by the Academy's Publications Guidelines.
- All such blogs will have recognized editorial standards.
- The students responsible for the blog will inform both the club adviser and the director of student activities about the blog and how to find it on the internet.

*If a blog associated with a student organization wishes to claim affiliation with Phillips Exeter Academy by showing the school seal or featuring the school name in its address or masthead, the authors must meet with the Publications Committee and receive the committee's approval before publishing.*

## PUBLICATIONS GUIDELINES

1. As an academic environment, the school depends on the free expression of ideas and has a standing presumption in its favor; but we are also a community and do not intend to sponsor the publication of grossly inappropriate or harmful material.
2. The skills students gain by making editorial decisions are an essential part of the learning that accompanies work on Academy publications. Thus, although advisers have the authority to prevent publication of objectionable material, the exercise of such authority ought to be a last resort. It is expected that editors and advisers will engage in dialogue about submissions that advisers find objectionable, and experience indicates that students usually show goodwill in withdrawing such submissions when they can see the logic of the adviser's objections. If, after conversation, the adviser advises against publication but does not prohibit it and a student proceeds to publish, the range of responses by which the student is held accountable will not include the formal community conduct process.
3. With respect to obscenity there are different standards for different kinds of publications. The f-word, for instance, is generally not allowed in newspapers (either on campus or in the world at large). It is acceptable in creative work if its use is not gratuitous. Student radio station WPEA complies with FCC regulations.
4. The community as a whole has a stake in not having its publications engage in the disparagement or humiliation of specific individuals. Such material should not be published regardless of the attitude or permission of the individual involved.
5. The community has a similar stake in preventing the publication of material that humiliates, disparages or demeans group identities. Editors and advisers need to be conscious of and sensitive to issues linked to diversity, including gender, race, class, culture, ethnicity, religion, sexual orientation, age, ability and political belief. Material that may be problematic under this guideline must always be discussed with the adviser.
6. As with hazing, the publication of possibly objectionable copy should be judged by its potential to cause "humiliation or embarrassment" to a member or members of the community. However, discussion of issues around social and cultural topics (as well as directly political ones) is part of our business as a school. We recognize and seek to minimize distress caused by prejudice or insensitivity; but we also wish to encourage freedom of expression. Thus we support a less sweeping prohibition in the area of identity-group-related statements and images than we do in the case of individuals. Although in school publications, as in other areas of school life, we should seek to reduce — not reinforce — societal biases, the community supports broad latitude for political speech.
7. The adviser's primary role is analogous to that of the Harkness classroom teacher. Thus, determining when to limit the freedom of student expression and decision-making in deference to other community values is not a simple matter. Generally, the formal authority in student publications' decision-making does lie with the adviser. However, advisers or students can bring borderline cases to the Publications Committee for discussion. When the committee is appealed to (by the adviser or by an editor who wishes to challenge the adviser's decision), its decision will be binding.
8. Historically, any penalties have tended to be internal to the publication in question. For instance, editors have resigned or been relieved of responsibility. However, in some cases (the deliberate evasion by an editor of an adviser, for instance) school-wide community conduct action may be an appropriate response to an editorial decision or action.



# TUTORING GUIDELINES

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Academic classes are held around the Harkness table, which promotes student engagement and active learning. Because classes are small, teachers are able to attend to the needs of individual students. When students want to confer about their work or seek extra help, we encourage them to go to their classroom teacher(s), who are available outside the classroom on a regular basis. Working with their teacher provides the student with guidance and information that is directly related and beneficial to the student's improvement in that class. Therefore, Phillips Exeter Academy does not encourage students or their parents/guardians to hire outside tutors or to serve in that capacity themselves. Please note that a tutor is defined as any adult outside the Exeter faculty who regularly works with a student.

We recognize that some students may struggle with content within a course or with a specific subject overall, such as math or a language. We also acknowledge that some students need to develop their study skills in order to improve their mastery and achievement in their courses. With that in mind, we offer Academic Support Resources on campus, such as the Learning Centers, Peer Tutoring and meetings with the learning specialist. The learning specialist provides individualized help in some content areas and study skills. The Writing Center offers peer and teacher review of papers and essays. The Math and Language Centers offer help every school night from both peers and teachers. The Peer Tutoring program offers help from peers in math, science and languages.

Given the unique nature of our classes and pedagogy, we encourage students to utilize the resources outlined above and not hire outside tutors, who are less familiar with Exeter curricula.

However, there may be a time when a need for more sustained tutoring arises. In such cases, a tutor can be recommended in consultation with our dean of academic affairs or learning specialist.

If a student works with a tutor, whether virtually or in-person, we ask that the name and contact information of the tutor be provided every term to the teacher and the Dean of Academic Affairs. This contact information will allow us to open a possible line of communication if the teacher believes it will be helpful, allowing the teacher to communicate course expectations to the tutor, or explain what is considered acceptable help versus academic dishonesty that could result in a community conduct case. Tutors may not contact teachers directly to obtain details of assignments, access to the course syllabus, access to Canvas, etc.

Lastly, the safety and security of our students is of paramount importance. We do not permit adults unknown to the Academy to work with Phillips Exeter Academy students on campus without the knowledge and permission of the school through the Dean of Students Office. For the safety of our students, all employees, tutors and external test prep services are background-checked and clearly identified.

# TUITION 2024–2025

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## TUITION CHARGES\*

BOARDING	DAY
<b>Tuition</b> \$67,315	\$52,577

*\* Students participating in an off-campus program may be billed a tuition surcharge. Day students participating in an off-campus program will also be billed the boarding rate for the term away.*

## TUITION PAYMENT PLANS

As an alternative to making a single payment on or before July 20, Phillips Exeter Academy offers a two-payment plan and a 10-payment monthly plan, both of which are interest free. If payment of tuition cannot be made in full by July 20, parents/guardians must enroll online in either the two- or 10-payment plan. Please visit the Tuition & Payment Options page on the Academy's website, [www.exeter.edu](http://www.exeter.edu), for additional information.

## IMPORTANT DATES

### MID-MARCH

Parents receive reenrollment email notification

### MID-APRIL

Enrollment contract and deposit due (30 days from the date the contract is issued)

### MAY 20

First installment due — 10-payment monthly plan

### JULY 20

First installment due — two-payment plan

### JULY 20

Full payment of tuition and fees due — one-payment plan

### NOVEMBER 20

Second installment due — two-payment plan

**TUITION REFUND POLICY.** By enrolling a student at Phillips Exeter Academy, the parent or guardian accepts the obligation for full payment of tuition and other charges for the entire academic year. A significant portion of the Academy's costs are committed at the beginning of the school year based on student enrollment. Consequently, the school requires full payment of the year's tuition and fees once a student is enrolled. In view of this obligation, we offer a Tuition Refund Program to protect parents/guardians from the adverse effect of withdrawal from the Academy. The Academy strongly encourages parents/guardians to participate in the Tuition Refund Program.

Parents/guardians choose to accept or decline enrollment in our Tuition Refund Program on their student's Enrollment Contract each year. The Academy's Tuition Refund Program fee is billed in early May on the student's tuition and fees account and must be paid in full by July 20.

Parents/guardians who elect not to participate in the Tuition Refund Program, or who have not paid the Tuition Refund Program fee, will not be entitled to receive any refund of tuition or be released from the obligation to pay the full amount of annual tuition and fees for any reason.

Additional information about the Academy's Tuition Refund Program cost, election, refund coverage and exclusions is available on the Tuition Refund Program page of the Academy's website, [www.exeter.edu](http://www.exeter.edu), as well as in the student's Enrollment Contract.

Please contact the billing office ([billing@exeter.edu](mailto:billing@exeter.edu); 603-777-3487) within the Finance Office with questions about tuition, fees and student accounts.

## FINANCIAL AID

Families who anticipate needing financial aid should apply at the time of admission. Financial aid eligibility is awarded based on the family's financial need. Financial need is established through an analysis of a completed financial aid application through Clarity, and any supporting documentation collected through the application process. The financial aid application allows for a detailed accounting of a family's resources, namely income and assets. Clarity will attempt to pull prior year wage and tax information for U.S. tax filing parents/guardians automatically from the IRS. If Clarity is unable to obtain this information, parents/guardians will be asked to submit IRS Form 1040 including all forms and schedules, business tax documents and W-2 forms (if applicable) manually. Families who do not file U.S. taxes and live outside of the United States will be asked to manually upload tax and wage documentation from their country, translated into English as appropriate.

All financial aid is in the form of a grant, which does not need to be repaid to the school. The Academy's Committee on Financial Aid intends that an award will meet a student's full financial need. A financial aid award is renewable each year the student remains at the Academy. Families will be required to submit a financial aid application each year. Communication regarding the renewal process is sent in early winter to returning families.

The Committee on Financial Aid will consider the financial resources of both parents, if living, before making any award. The committee corresponds with each parent/guardian in a divorced or separated family and does not feel bound by the assertion that one parent/guardian disclaims responsibility for educational expenses. If either natural parent remarries, the Academy does keep in mind the obligations of the parent to the new family. If the parent/guardian with custody remarries, the Academy does consider the resources of the stepparent but also bears in mind the obligations of the stepparent to any biological children.

Please contact the Financial Aid Office directly, by emailing [financialaid@exeter.edu](mailto:financialaid@exeter.edu), with any questions.

## DESCRIPTION OF STUDENT ACCOUNTS

1. *Student Billing Account.* Tuition, financial aid, term programs, mandatory and optional fees such as private music lessons are billed on the student's billing account.
2. *Lion Card Account.* Once funds have been added to a student's Lion Card account, the student can make on-campus purchases with the card at the Grill, Bookstore and Student Activities Office. With the Lion Card, there is not a need for students to carry cash for on-campus purchases. Funds can be added to the Lion Card account through our secure online bill payment system, our on-campus cash to card machine, or via check or wire transfer. Visit [www.exeter.edu/lioncard](http://www.exeter.edu/lioncard) for additional information. Lion Cards should be safeguarded from loss and identity theft to ensure the card will not be used without authorization. If a Lion Card is lost, the Campus Safety Office should be contacted immediately at 603-777-4444 so the card can be deactivated. A replacement card can be purchased for a fee at the Campus Safety Office, which is located in the building behind the gym complex.

## PLEASE NOTE

- A student will not be permitted to register for the fall term if:
  - The student's account(s) are past due.
  - The Finance Office has not received a properly completed Enrollment Contract.
  - The Health and Wellness Center does not have the student's health records on file.
- The Academy has the right to not enroll or to require the withdrawal of any student whenever, in the exercise of its professional judgment, it may be appropriate to do so.
- Student accounts must be paid before a student is allowed to participate in the graduation ceremony or graduate. The Academy may withhold diploma due to nonpayment of accounts.

## STUDENT ACCOUNTS

Phillips Exeter Academy, in partnership with myExeter, has a convenient online bill payment system. Parents/guardians will receive an email each month when a balance is due. No paper bills are mailed to home addresses. Please visit the Billing and Payments page at [www.exeter.edu](http://www.exeter.edu) for additional information.

## PAYMENTS ON STUDENT ACCOUNTS

Please note that Phillips Exeter Academy is an independent school, and it does not accept funds from the United States federal government, even if those federal funds are offered to satisfy amounts owing on a student account. For more information, please contact our Finance Office.

# APPENDICES

## 2024-2025 STANDARDIZED TESTING SCHEDULE

Phillips Exeter Academy will continue to be an Unlisted Test Center for ACT testing, meaning that only PEA students will be administered this exam on campus during National ACT test dates when school is in session. Because of limited space on campus, for the September and October administrations only senior students will be allowed to test. The SAT is in digital format only, and PEA will administer the exam on campus to seniors only as a SAT School Day exam on October 7, 2024. For the November and December National test dates PEA will provide transportation to Dover High School only for upper and senior students. In the Spring, upper students will be able to take the SAT at home during break and during a SAT School Day exam on April 16, 2025 at PEA campus for uppers only. In May, PEA will administer the Advanced Placement (AP) exams on campus.

### PSAT EXAM

TEST DATE	REGULAR REGISTRATION DEADLINE
October 21, 2024 **	October 11, 2025

\*\* The PSAT/NMSQT exam will be administered on campus at PEA on Monday, October 21, 2024 to uppers only in a digital format. Registration is an internal process, and uppers will be notified by the Test Coordinator regarding this process. For more information about this exam please visit the College Board website at <http://collegeboard.org/psat>.

### SAT I & SAT II SUBJECT TESTS

TEST DATES	REGULAR REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE
August 24, 2024 **	August 9, 2024	August 13, 2024
October, 7, 2024 (SAT School Day exam) seniors only	September 20, 2024	N/A
November 2, 2024	October 18, 2024	October 22, 2024
December 7, 2024	November 22, 2024	November 26, 2024
March 8, 2025**	February 21, 2025	February 25, 2025
April 16, 2025 (SAT School Day exam) seniors only	March 31, 2025	N/A
June 7, 2025**	May 22, 2025	May 27, 2025

Only seniors should be taking the SAT School Day exam on October 7, 2024 at PEA. Registration is an internal process communicated through the Test Coordinator. For College Board National Test Dates, students should register online through their College Board accounts. For the November and December test dates, uppers and seniors wishing to test should register at Dover High School, Dover NH (test center code 30135). This is the only test center PEA is providing transportation to. For all other National test centers and dates, students need to find their own transportation, or register at a test center near their home when on break. For the April SAT School Day exam, uppers will be receiving registration information from the Test Coordinator during Winter Term. When students are registering online, please include PEA's CEEB code (300185) to ensure the school receives a copy of your scores. Please visit the College Board website for more information about the SAT: <http://www.collegeboard.org/sat>.

\*\* Please note: Because school is not in session during the August, March and June SAT exam dates, students must register at a test center near their home.

### ACT TESTING

TEST DATES	REGULAR REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE
September 14 2024	August 9, 2024	August 25, 2024
October 26, 2024	September 20, 2024	October 7, 2024
December 14, 2024	November 8, 2024	November 22, 2024
February 8, 2025	January 3, 2025	January 20, 2025
April 5, 2025	February 28, 2025	March 16, 2025
June 14, 2025**	May 9, 2025	May 26, 2025
July 12, 2025**	June 6, 2025	June 20, 2025

For the September and October ACT test dates, seniors are the only students allowed to test on campus for ACT testing due to limited testing space on campus. Students will register online for their ACT exams using PEA's unique Unlisted Test Code. Students need to contact the test coordinator, Mrs. Kingsley at [ckingsley@exeter.edu](mailto:ckingsley@exeter.edu) for this code prior to registering to receive this code. When registering students should also include PEA's CEEB code (300185) to ensure the school receives a copy of their scores. Please visit the ACT website for more information about the ACT: <http://www.actstudent.org/registration>.

\*\* Please note: Because school is not in session during the June and July exam dates, students must register at a test center near their home.

### ADVANCED PLACEMENT (AP) EXAMS

TEST DATE	REGULAR REGISTRATION DEADLINE
May 2025	November 2024 deadline

## BUSINESS HOURS OF ACADEMY OFFICES

Main phone number connecting all departments: 603-772-4311

Post office fax: 603-777-4384; Dean's Office fax: 603-777-3411

*Please note: Academy office hours are subject to change.*

### OFFICE/CONTACT

#### PRINCIPAL

**Mikki Deschaine**

M-F: 8 a.m.–5 p.m.

#### ADMISSIONS

M-F: 8:30 a.m.–4 p.m.

F: 8:30 a.m.–noon

#### ATHLETICS/PE

**Tracy Coole**

M-F: 8:30 a.m.–5 p.m.

#### BOOKSTORE

M-F: 8:30 a.m.–5 p.m.

Sat.: 10 a.m.–2 p.m.

#### COLLEGE COUNSELING OFFICE

School Year: M, T, Th, F:

8 a.m.–4:30 p.m.

W: 8 a.m.–12:30 p.m.

Sat. with classes: 8:45 a.m.–11:45 a.m.

#### COMMUNICATIONS

M-F: 8 a.m.–5 p.m.

#### DEAN OF FACULTY

**Judy Gobbi**

M-F: 8 a.m.–5 p.m.

#### DEAN OF STUDENTS

M-F: 8 a.m.–5 p.m.

Sat.: 9 a.m.–noon (during school year)

#### DINING SERVICES

Administrative Office

8:30 a.m.–4:30 p.m.

#### FACILITIES MANAGEMENT

**Administrative Office**

M-F: 8 a.m.–4:30 p.m.

#### FINANCE OFFICE AND STUDENT

##### ACCOUNTS

M-F: 8 a.m.–4:30 p.m.

#### CAMPUS SAFETY DISPATCH CENTER

Open 24 hours a day/seven days a week

#### HUMAN RESOURCES

**Amy Chick**

M-F: 8 a.m.–4:30 p.m.

Closed for lunch

11:30 a.m.–12:30 p.m.

#### INSTITUTIONAL ADVANCEMENT

M-F: 8 a.m.–5 p.m.

#### IT SUPPORT SERVICES

**Copy Center/Doc Support**

M-F: 8 a.m.–noon

#### Support Desk

During school year: M-F: 8 a.m.–5 p.m.

Sat. with classes: 8 a.m.–noon —  
phone support only

Locations: Data Center, Academy  
Building, room 024, and Phillips  
Hall, room 004

#### LAMONT GALLERY

Office Hours

M: by appointment

T-F: 9 a.m.–5 p.m.,

Sat.: 10 a.m.–4 p.m.

Closed between exhibitions

#### LIBRARY

**Laura Wood**

M-F: 7:30 a.m.–9:30 p.m.

Sat. with classes: 7:30 a.m.–4 p.m.

Sat. with no classes: 9 a.m.–4 p.m.

Sun.: 10:30 a.m.–9:30 p.m.

#### ELIZABETH PHILLIPS ACADEMY CENTER (EPAC)

M-F: 6:45 a.m.–10 p.m.

Sat.: 7 a.m.–11 p.m. (classes)

Sat.: 9 a.m.–11 p.m. (no classes)

Sun.: 11 a.m.–10 p.m.

#### POST OFFICE

**Joseph Goudreault**

M-F: 8 a.m.–3:50 p.m.,

Closed during Assembly

Sat.: 9 a.m.–12:50 p.m.

#### PROCUREMENT AND BUSINESS SERVICES

M-F: 8 a.m.–4:30 p.m.

#### STUDENT ACTIVITIES

M-F: 8 a.m.–5 p.m.

#### TRANSPORTATION

**Shannon Bonczek**

M-F: 8 a.m.–4 p.m.

#### GRILL

7:30 a.m.–9:45 p.m.

Sat. with classes: 7:30 a.m.–10:45 p.m.

Sat. with no classes: 4–10:45 p.m.

#### DINING HALLS

Dining halls are open 7 a.m.–7 p.m.

##### Breakfast

M-F: 7–9 a.m.

Sat. (Elm Street only): 7–11 a.m.

Sun. Brunch (Elm Street only):

9 a.m.–1 p.m.

##### Lunch

M-F: 11:30 a.m.–1:30 p.m.

Sat. (Elm Street only): 11 a.m.–1:30 p.m.

##### Dinner

Elm Street (M, T, Th, F, Sun.): 5–7 p.m.

W: 5–8 p.m.

Sat.: 5–8 p.m.

New Dining Hall (M, T, Th, F): 5–7 p.m.

Closed on weekends and

Wednesday dinner

For daily menu selections:

myExeter Resources Page

## TRANSPORTATION IN THE EXETER AREA

### BREAKS/CLOSE OF SCHOOL

The Academy provides free transportation to:

**Boston, Massachusetts** (Logan Airport)

**Manchester, New Hampshire** (Manchester Airport)

**New York City** for departing and returning to campus from vacation breaks. PEA bus service for the opening of school is offered only from Boston's Logan Airport and the Manchester Airport.

### Alternative Travel Arrangements:

We are not able to organize transportation for individual off-campus activities or travel. Here is a list of vendors that may be able to assist students with transportation needs:

[skycoachusa.com](http://skycoachusa.com)

[davelbostoncoach.com](http://davelbostoncoach.com) 1-800-672-7676

[greenridesusa.com](http://greenridesusa.com) 1-877-642-6001

[coopercoach.com](http://coopercoach.com) 1-978-388-1111

[flightlineinc.com](http://flightlineinc.com) 1-800-245-2525

[greatbaylimo.com](http://greatbaylimo.com) 603-431-6490

**Note:** *In all cases, be careful about the extra fare added for baggage and driver gratuity. Inquire beforehand!*

### AIRPORT AND TRAIN INFORMATION

For real-time status and conditions of U.S. airports:

[www.fly.faa.gov](http://www.fly.faa.gov)

**For Logan Airport (Boston):**

[www.massport.com/logan-airport](http://www.massport.com/logan-airport)

**For Manchester Airport:**

[www.flymanchester.com](http://www.flymanchester.com)

**For Amtrak trains from South Station (Boston):**

[www.amtrak.com](http://www.amtrak.com)

**For the local train, The Downeaster:**

(runs from Portland, Maine, to Boston/North Station, stopping in Exeter): [www.amtrakdowneaster.com](http://www.amtrakdowneaster.com)

*Amtrak has a strictly enforced policy that no child under 16 may ride the train without an adult (a person over 18).*

*For any other travel questions, please contact the Transportation Office at [transportation@exeter.edu](mailto:transportation@exeter.edu).*

## RESIDENT DORM FACULTY 2024–2025

(As of August 2024; first name listed is dorm head)

<b>ABBOT</b>	Ms. Labes Mr. Schofer Ms. Moriarty	<b>LANGDELL</b>	Ms. Williams Mr. Hosmer Mr. Kraines
<b>AMEN</b>	Ms. Zwicker Dr. Hofheinz Ms. Huang	<b>MAIN STREET</b>	Mr. Caldwell Ms. Caldwell Mr. McTammany Mr. Whittemore
<b>BANCROFT</b>	Ms. K. Hernandez Ms. Martin Fox Ms. Stallings	<b>MCCONNELL</b>	Mr. Matsumaru Ms. Haider
<b>CILLEY</b>	Mr. Mosley Mr. Diatta Ms. Emory Ms. Glassner Mr. Rhee	<b>MERRILL</b>	Dr. Seals Ms. Langevin Dr. Ullah
<b>DOW</b>	Mr. Talla	<b>MOULTON</b>	Mr. Kelly Ms. Plunto
<b>DUNBAR</b>	Ms. Fahey Ms. Brule Ms. Haskins Ms. Lazure Mr. Voulgaris	<b>NEW HALL</b>	Dr. Samuels Dr. Madhi Ms. Van Wright Ms. Woodard Mr. Zhou
<b>DUTCH</b>	Mr. Garvey	<b>PEABODY</b>	Mr. Stribling Dr. Cooper Ms. Han
<b>EWALD</b>	Mr. Ardura-Faraj Mr. Kilinc	<b>SOULE</b>	Dr. Morrill Ms. Calandra Mr. Pajaro-Marinez
<b>FRONT STREET</b>	Ms. McBrearty Mr. Gronau	<b>WEBSTER</b>	Mr. Domingos Mr. Alvarez Mr. Nydick Dr. Park Mr. Thomas
<b>GOULD</b>	Dr. Davis	<b>WENTWORTH</b>	Mr. Lincoln Mr. Camilus Ms. Dresher Mr. Mitropoulos
<b>HOYT</b>	Ms. Sarno Ms. Josef	<b>WHEELWRIGHT</b>	Mr. Hew Ms. Komarek Mr. Luo Ms. Shaw
<b>KIRTLAND</b>	Ms. Marshall	<b>WILLIAMS</b>	Dr. Richardson
<b>KNIGHT</b>	Ms. Crews		
<b>LAMONT</b>	Mrs. Lovett Ms. Wang		

## PROCTORS 2024–2025

### ABBOT

Isaiah Reese  
Steven Chen  
Will Barney  
Xavier Chang

### AMEN

Chloe Richards\*  
Eliana Hall  
Freddie Chang  
Jane Vernon  
Kayla Villanueva  
De Raeve  
Stella Song

### BANCROFT

Anya Rao  
Arianna Bocchino  
Aveen Burney  
Cassia Lee  
Erin Chen  
Juliet Stien\*  
Soleil Jamani

### CILLEY

Finn Lorgen  
Ishaan Saxena\*  
Jack Doherty  
Jaylen Bennett  
Leo Mizuno  
Mason Cotter  
Nick Riccardi\*  
Winston Wang

### DOW

Evie Gaylord  
Keighley Bosshardt

### DUNBAR

Anna Holtz  
Eveland Sherman\*  
Hazel Mutindwa  
Kenzie Carty  
Minjae Suh  
Naomi Wood  
Sophia Jia

### DUTCH

Bella Bueno  
Tania Luchak

### EWALD

Eric Li  
Ian Kim  
Keon Osei  
Teddy Duncker

### FRONT STREET

Ben Soriano  
Leo Zhang  
Marcus Ingelfinger\*  
Rohit Kantamneni

### GOULD

Abi Sagna  
Sophie Goldman

### HOYT

Eli Pratt  
Laura Saldarriaga  
Lucy Jung  
Mya Scott\*  
Sofia Wang

### KIRTLAND

Grey Gerrard

### KNIGHT

Masaki Muneyoshi  
Varit Asavathiratham

### LAMONT

Aria Suchak  
Brooke Raum\*  
Kairene Ramirez  
Tallis Guthrie  
Victoria Liu

### LANGDELL

Drew Manderlink\*  
Evan Dierberg  
Farhan Segun Salami  
Javani Durfy  
Quinn Smith  
Rishi Gurudevan

### MAIN STREET

Bodie Woods  
Dhruv Nagarajan  
Ewan Newton  
Mario Meneses  
Norman Rice\*  
Sachin Sastry\*  
Tanay Nandan

### McCONNELL

Cassie Beste  
Jaansi Patel  
Kayla Hyett\*  
Layla Whitaker  
Miyu Nakamura

### MERRILL

Advika Verma  
Chinasa Nwankwo  
Ellie Ocampo  
Maddie Stein  
Siri Bompelli\*  
Steph Handte

### MOULTON

Sofiya Goncharova  
Yat Tik Wu

### NEW HALL

Ava Helbig  
Catherine Yan  
Claire Han  
Jacquelyn Addo  
Maria Fotin  
Meira Wohl  
Sophie Wagner\*

### PEABODY

Bryan Chen  
Dhruv Reddy  
Roy Liu

### SOULE

Arian Khichadia  
Grant Leopold\*  
Jackson Lyle  
Justin Zheng  
Luke Zucker  
Max Mantel

### WEBSTER

Adrian Mittal  
Alex Field  
Altan Unver  
Ethan Guo\*  
Henry Fipp  
Henry Xue  
Rand Shepard

### WENTWORTH

Becket Moore\*  
Caspar Bailey  
David Zhang  
Dryden Dervish  
Gavin Kim  
Harry Clark  
King-Diorr Willson  
Max Albinson  
Thomas Hoey

### WHEELWRIGHT

Anna Rissi  
Aoibhe McNamara  
Dea Yavich\*  
Jannah Maguire  
Meredith Habstritt  
Preeti Jain

### WILLIAMS

Ada Milhauser  
Belle Blakemore

\* signifies day student affiliate



## STUDENT LISTENERS 2024–2025

### ABBOT

Cam Khater\*  
Jackson Bloemker

### AMEN

Freddie Chang\*  
Mansa Awuah

### BANCROFT

Asha Masoudi  
Lydia Reimert

### CILLEY

Alex Sahinoglu  
Yuvan Rasiah\*

### DAY

Corinne Welling  
Ellen Jin  
Jonny Civitarese  
Maeve Lucey\*  
Muralini Mohan  
Natalie Sherman

### DOW

Janice Darkwa

### DUNBAR

Olivia Pierre  
Rayna Nakadi\*

### DUTCH

Bella Bueno\*

### EWALD

Rudd Day\*

### FRONT STREET

Harry Walker\*  
Nico Crevier

### GOULD

Anna Keeling

### HOYT

Elizabeth Christiansen\*  
Lauren Cooper

### KIRTLAND

Grey Gerrard\*

### KNIGHT

Truman Yee

### LAMONT

Mathilde Senter  
Raylea Richmond

### LANGDELL

TBD

### MAIN STREET

Mario Meneses\*  
Lucas Mesika

### McCONNELL

Caroline Newby  
Emily Huang

### MERRILL

Avery Im  
Meishu Han

### MOULTON

TBD

### NEW HALL

Amy Lin\*  
Ayana Okuneye

### PEABODY

Tommaso Cucci\*

### SOULE

Ethan Liu\*  
Wilson Rhee

### WEBSTER

Henry Xue\*  
James Liu

### WENTWORTH

Max Albinson\*  
Casper Bailey\*

### WHEELWRIGHT

Lexi Meyer\*  
Mary Olasore

### WILLIAMS

Ada Milhauser\*

\* signifies a second-year Student Listener

## MEMORANDUM OF UNDERSTANDING

This agreement is dated this <sup>31<sup>st</sup></sup> day of May 2019 between Phillips Exeter Academy (PEA) and the Exeter Police Department (EPD). It is the intention of Phillips Exeter Academy and the Exeter Police Department to enhance our joint cooperative effort to provide a safe and healthy school environment for students, faculty, staff and visitors. We intend to do this in compliance with New Hampshire RSA 169-C, the Child Protection Act, and New Hampshire RSA 193-D, the Safe School Zones Act, and New Hampshire RSA 631:7, the law governing Student Hazing. This agreement supersedes and replaces the previous agreement dated October 2018.

### **I. Mandatory Reporting Pursuant to RSA 169-C, the Child Protection Act.**

- A. Pursuant to RSA 169-C:29, all adults having reason to suspect that a child has been abused or neglected shall report the same to the New Hampshire Division of Children, Youth and Families (DCYF). DCYF can be contacted 24 hours a day, including weekends and holidays, at 1-800-894-5533. In order to ensure compliance with this law, Phillips Exeter Academy agrees that every school employee who, in the course of their employment at PEA, has reason to suspect that a child has been abused or neglected shall report such act immediately to DCYF, and, thereafter, to the Director of Student Well-being. The Director receiving such report shall immediately forward the information to the school's General Counsel (or her designee) who immediately shall report orally to DCYF, following the oral report within 48 hours with a written report. General Counsel (or her designee) shall also file a written report with the Exeter Police Department. The duty of an employee to report suspected neglect or abuse to PEA is in addition to the employee's mandated requirement to immediately report it to DCYF themselves.
- B. Pursuant to this Section I, Phillips Exeter Academy and the Exeter Police Department agree that any and all suspected acts of sexual abuse of a child, regardless of potential legal classification or the time in which they occurred, shall be reported to the Exeter Police Department. It is the intention of this provision to exceed the current requirements of New Hampshire reporting statutes.
- C. Phillips Exeter Academy shall have in place administrative procedures for other members of the school staff to be tasked with the institutional reporting responsibility described in this Section I in the event the Director of Student Well-being or General Counsel are unavailable.
- D. Any report required by this Section I shall contain, if known, the name and address of the child suspected of being neglected or abused and the person responsible for the child's welfare, the specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be relevant in establishing neglect or abuse or that may be required by DCYF or the Exeter Police Department.

- E. Phillips Exeter Academy will not undertake any investigation of any matter reportable under this Section I unless and until specifically cleared by an authorized representative of the Exeter Police Department to undertake such an investigation.

**II. Mandatory Reporting Pursuant to RSA 193-D, the Safe School Zones Act.**

- A. As required by law, Phillips Exeter Academy agrees that every school employee who has witnessed or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act in writing immediately to a supervisor or to the Campus Safety Department. A supervisor receiving such report shall immediately forward the information to the school's General Counsel (or her designee) who shall file it with the Exeter Police Department. Reports to the Exeter Police Department under this Section II shall be made by either the Campus Safety Department or General Counsel (or her designee) by telephone to the Exeter Police Department immediately and shall be followed within 48 hours by a report in writing. If the victim is a student, the General Counsel (or her designee) shall also notify the student's parents as required by RSA 193-D (4)(I)(a).
- B. Nothing in this section is meant to prevent the school employee who has reason to suspect that a child has been abused or neglected from fulfilling their mandated reporting requirement under RSA 169-C:29 to immediately report it to DCYF themselves. DCYF can be contacted 24 hours a day, including weekend and holidays, at 1-800-894-5533.
- C. Phillips Exeter Academy shall have in place administrative procedures for other members of the school staff to be tasked with the reporting responsibility described in this Section II in the event General Counsel or a representative from Campus Safety are unavailable.
- D. RSA 193-D:79 states: Notwithstanding any other provision of law it shall be permissible for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction or violence in a safe school zone regarding the identity of any juvenile, police records relating to the juvenile or other relevant information when such information reasonably relates to delinquency or criminal conduct, suspected delinquency or suspected criminal conduct or any conduct which would classify a pupil as a child in need of services under RSA 169-D, or a child in need of protection under RSA 169-C.
- E. The oral and written reports required by this memorandum should include, to the extent possible:
  - (i) Identification of the act of theft, destruction or violence as defined by RSA 193-D:I that was allegedly committed;
  - (ii) The name and address, if known of any witness to the act of theft, destruction or violence in a safe school zone; and

- (iii) The name and home address, if known of any person suspected of committing an act of theft, destruction or violence in a safe school zone.
- F. The written report required by this memorandum may be waived by the Exeter Police Department when there is a law enforcement response at the time of the incident, which results in a written police report.
- G. The following shall be reportable “Acts of theft, destruction or violence” under this Section II, regardless of the age of the perpetrator, and shall be reported as required above:
- (i) Any of the offenses enumerated in RSA 189:13-a, V  
 Such offenses include violations of RSA 630:1 (capital murder); 630:1-a (first degree murder); 630:1-b (second degree murder); 630:2 (manslaughter); 632-A:2 (aggravated felonious sexual assault); 632-A:3 (felonious sexual assault); 632-A:4 (sexual assault); 633:1 (kidnapping); 639:2 (incest); 639:3 (endangering the welfare of a child or incompetent); 645:1, II or III (felony indecent exposure or lewdness); 645:2 (prostitution and related offenses); 649-A:3 (possession of child sexual abuse images); 649-A:3-a (distribution of child sexual abuse images); 649-A:3-b (manufacture of child sexual abuse images); 649-B:3 (computer pornography and child exploitation); or 649-B:4 (computer pornography and child exploitation); or any violation of RSA 650:2 (obscene matter) where the act involves a child in material deemed obscene. Any death shall be immediately reported to law enforcement officials regardless of the suspected cause.
  - (ii) Any first or second degree assault under RSA 631  
 This will include any serious injury to a person caused knowingly, purposely, recklessly or negligently by another person. Police investigation may reveal that not all of these incidents constitute an actual crime. However, reporting will allow a police investigation to be conducted.
  - (iii) Any simple assault under RSA 631:2-a  
 Simple assault includes a person who purposely or knowingly causes bodily injury or unprivileged physical contact with another; or recklessly causes bodily injury to another; or negligently causes bodily injury to another by means of a deadly weapon. The parties recognize that this can include minor contact. The Principal (or his designee) will have discretion to make a determination whether to report the contact to the Exeter Police Department in light of the severity of the circumstances.
  - (iv) Any felonious or aggravated felonious sexual assault under RSA 632-A

All acts of sexual contact under RSA 632-A:2,I,a - m; II & III and any acts of sexual contact under RSA 632-A:3,1,II & III; and sexual assault under RSA 632:A-4.

Pursuant to this Section II, Phillips Exeter Academy and the Exeter Police Department agree that any and all suspected acts of sexual assault, regardless of legal classification or the time in which they occurred, shall be reported to the Exeter Police Department. It is the intention of this provision to exceed the current requirements of New Hampshire reporting statutes.

(v) Criminal mischief under RSA 634:2

Criminal mischief includes a person who, having no right to do so, nor any reasonable basis for belief of having such a right, purposely or recklessly damages property of another. The Principal (or his designee) will have discretion to make a determination whether to report the contact to the Exeter Police Department in light of the severity of the circumstances.

(vi) Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159

Due to the potential for serious bodily injury or death when firearms are present, any person in possession of a firearm within safe school zones will be reported, except recognized law enforcement personnel, theater productions that utilize non-functioning weapons, and faculty and administrative personnel who live on campus.

(vii) Arson under RSA 634:1

Any person who knowingly starts any fire or causes any explosion that unlawfully damages the property of another, or is done with the intentional disregard for the safety of others, is included in this section.

(viii) Burglary under RSA 635

Any person who enters a building or separately secured section of a building, with a purpose to commit a crime therein, unless the premises are at the time open to the public or the actor is licensed or privileged to enter.

(ix) Robbery under RSA 636

Any person who in the course of committing a theft:

- a. Uses physical force on the person of another and such person is aware of such force; or

- b. Threatens another with or theft that is accomplished by the use of physical force or the threat of physical force.

(x) Theft under RSA 637

Theft is the obtaining or exercising of unauthorized control over the property of another with a purpose to deprive him thereof. Thefts involving a value of five hundred dollars (\$500.00) or less may be handled by school faculty and administrators and not reported to the Exeter Police Department.

(xi) Illegal sale or possession of a controlled drug under RSA 318-B

Any distribution or possession of a controlled substance as defined by state and federal controlled substance laws, excepting prescribed medication legally possessed by the patient and/or a staff member from Health Services or other legal prescriber.

H. The following terms, as defined in RSA 193-D:I, shall apply to this Section II:

- (i) “Safe school zone” means an area inclusive of any school property or school buses.
- (ii) “School employee” means any school administrator, teacher, or other employee, or any person providing or performing continuing contract services for Phillips Exeter Academy.
- (iii) “School property” means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.
- (iv) “School purposes” means school-sponsored programs, including but not limited to educational or extra-curricular activities.

**III. Mandatory Reporting Pursuant to RSA 631:7, the law governing Student Hazing**

A. As required by law, Phillips Exeter Academy agrees that every school employee who has knowledge of any hazing shall report such act immediately to the Director of Student Well-being. The Director receiving such report shall immediately forward the information to the school’s General Counsel (or her designee) who immediately shall file the report orally with the Exeter Police Department. General Counsel (or her designee) shall also file a written report with the Exeter Police Department.

- B. Phillips Exeter Academy shall have in place administrative procedures for other members of the school staff to be tasked with the reporting responsibility described in this Section III in the event the Director of Student Well-being or General Counsel are unavailable.
- C. Phillips Exeter Academy will not undertake any investigation of any matter reportable under this Section III unless and until specifically cleared by an authorized representative of the Exeter Police Department to undertake such an investigation.

#### IV. Additional Commitments.

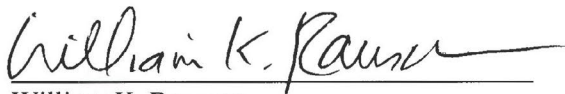
- A. Nothing contained in this memorandum is intended to limit the events that may be reported to the Exeter Police Department or to limit school employees from requesting police assistance on matters not referred to in this memorandum.
- B. Interviews. Phillips Exeter Academy acts as the parent (*in loco parentis*) for its students. If a police officer should need to interview a student, a member of the department will contact the Office of Campus Safety to arrange for the interview. Campus Safety will work in conjunction with the office of the Dean of Students to ensure an appropriate representative of the school is present during the interview for those students under the age of eighteen (18), unless a student, with the knowledge and consent of his/her parents, chooses not to be accompanied to the interview. An exception to this is any interview conducted at the Child Advocacy Center (CAC). In following best practices and established protocol, neither school representatives nor parents will be present during or observe any interview conducted at the CAC.
- C. Handling of Controlled Substances. It is agreed that once any suspected controlled substance is located during a room search or discovered in any other fashion on the campus of Phillips Exeter Academy, the Principal (or his designee) will immediately inform the Exeter Police Department so that arrangements can be made for a police officer to take immediate possession of the substance. The suspected controlled substance shall not be moved, packaged or transported prior to the arrival of the police.
- D. Training. Phillips Exeter Academy and the Exeter Police Department agree to provide their employees with ongoing training relative to this memorandum of understanding, its purpose and anticipated results. The parties further agree to maintain regular and open communication to evaluate the effect of this memorandum and suggest improvements and adjustments that may be necessary.

Phillips Exeter Academy agrees that it shall provide training at least annually to all applicable personnel regarding this memorandum of understanding and their roles as mandated reporters, as well as their duty to report under New Hampshire RSA 169-C, the Child Protection Act, and New Hampshire RSA 193-D, the Safe School Zones Act, and New Hampshire RSA 631:7, the law governing Student Hazing. At

least one of the training sessions offered shall include a presentation by a member of the Exeter Police Department, the Rockingham County Attorney's Office, and an outside victim advocacy organization, such as the New Hampshire Coalition Against Domestic and Sexual Violence (NHCADSV), its local member HAVEN, or other designee.

Phillips Exeter Academy agrees that it shall provide comprehensive education at least annually to the student body regarding sexual and dating violence and abuse, specifically including issues involving consent. Phillips Exeter Academy will promote Sexual Assault Awareness Month in April every year.

- E. Phillips Exeter Academy shall have a formalized procedure established on how to prevent contact between a victim and an alleged perpetrator during the course of any law enforcement investigation. This includes directing the alleged perpetrator to have no direct or indirect contact by any means with the victim. In no case shall the victim have his or her schedule, routine, activities, or any other aspect of campus life altered by this provision.
- F. Phillips Exeter Academy has an existing memorandum of understanding with HAVEN (attached) to provide counseling and support service to victims. Phillips Exeter Academy will promote awareness of this relationship and shall provide transportation to and from HAVEN to any student as requested.
- G. Phillips Exeter Academy shall offer all victims the option of a confidential off campus counselor.
- H. Students shall be permitted to leave campus when such an absence is solely in furtherance of an investigation by law enforcement of a crime, or for counseling support with HAVEN, in which that student is the victim. For example, a student will not be disciplined for leaving to be interviewed at the Child Advocacy Center.
- I. Phillips Exeter Academy agrees to publish this memorandum of understanding in the E Book and to post it on the Academy website, available for public access.



William K. Rawson  
Principal  
Phillips Exeter Academy



Stephen Poulin  
Chief of Police  
Exeter, NH



**The following sections are meant to inform participants as to what to expect, depending on their role, when the Academy receives a report of student sexual misconduct and responds with the misconduct review process.**

## **WHAT TO EXPECT IF YOU ARE...THE REPORTING STUDENT**

Experiencing sexual misconduct can lead to a wide range of emotional responses. Subsequently, reporting or sharing details of the experience of misconduct, before and during an investigation, can often generate additional responses that are difficult to manage. The following information is intended to describe the process of making a report and participating in an investigation. The Academy will endeavor to support and guide you through this process to minimize the uncertainty and negative impact on you.

### **INITIAL RESPONSE AND REPORT TO AUTHORITIES**

Immediately, after ensuring that you are safe, the Academy *trusted adult* who learned of the misconduct will notify the director of student well-being, who will make mandatory reports to the Exeter Police Department (EPD) and New Hampshire's Division for Children, Youth and Families (DCYF). The adult receiving your report or the director of student well-being may also notify campus safety and/or LHWC, if necessary.

Next, the trusted adult will notify the dean of students and/or the dean on duty, and your adviser, and will work with you and the director of student well-being to determine the best way to notify your parent(s) or guardian(s).

A support liaison will also be available to you throughout the process of responding to your report. This will be a faculty support person. You and your trusted adult will discuss your preference when requesting this additional support. Also all of the accompanying says either the director of student well being or support liaison.

Your support liaison will communicate directly with your adviser, counselor, parent(s)/guardian(s), deans' office, and any outside resources to coordinate additional emotional and academic support as described below.

If you want or require medical attention, the trusted adult and/or support liaison can accompany you to the Lamont Health and Wellness Center (LHWC) or the Exeter Hospital, based on an assessment of your needs. Ultimately, you may have the choice of whether to agree to receive some forms of medical attention. We will encourage but not require you to do so and will discuss it with you and with your parent(s) or guardian(s) if

you are struggling with that decision, or if you decline aspects of medical care.

If you go to the LHWC:

- The dean on duty or support coordinator will be available to accompany you.
- The support coordinator will tell the nurse on duty and the counselor on call that you have reported experiencing sexual misconduct.
- You will be clinically assessed by the nurse on duty and the counselor on call.
- You may stay at the LHWC overnight or until your parent or guardian can join you.

If you go to Exeter Hospital:

- The dean on duty, support coordinator, or a medical chaperone will accompany you.
- The support coordinator will tell the counselor on call that you have reported experiencing sexual misconduct.
- You will be clinically assessed at Exeter Hospital.
- You will have the option to have evidence collected by a trained Sexual Assault Nurse Examiner (SANE).
- The dean on duty or support coordinator will stay with you until your parent or guardian can join you or until you return to campus.

If you return to campus, you may stay at the LHWC overnight or until your parent or guardian can join you.

At LHWC, if you have made a report about misconduct by another student who is also in the health center, the staff will assign you to a room that is separated from that student.

If you need to miss classes or other appointments, the dean on duty will excuse you from those appointments, without sharing the circumstances with teachers.

EPD may conduct an investigation. If you are a minor, EPD will work closely with your parent(s) or guardian(s) to determine whether a police investigation is necessary (or desired by you and your parent(s) or guardian(s)). In connection with this investigation, if you are a minor, EPD may request that you be interviewed at the Child Advocacy Center (CAC). Records of interviews taken at the CAC are usually not available to anyone but for law enforcement representatives working on the case

and the attorneys representing the parties, if the parties are represented by attorneys. But, students who are interviewed (or their families) may request materials by contacting EPD or the CAC directly. If criminal or juvenile charges are filed, the Academy will delay conducting its own investigation until those criminal charges are resolved.

The support liaison will work with the director of student well-being and the adviser to provide and coordinate support during and after the investigation by EPD and the investigation by the Academy, including the following:

- Assistance and support in speaking with your parent(s) or guardian(s).
- Assistance and support in speaking with your adviser, a counselor (on or off campus), and any other trusted adult.
- Explaining the investigation processes and what to expect.
- Meeting with the deans on your behalf to help arrange for accommodations or assistance you may need during the investigation(s).
- Meeting privately with you to discuss a variety of counseling and other resources available to you, including an advocate from HAVEN, if you would like one.
- Providing updates from EPD, DCYF, and the dean of students' office
- Ongoing communication with and support for your parent(s) or guardian(s).

The Academy will support a temporary leave from school if needed, so that you may focus on receiving supportive services while EPD (first) and the Academy (subsequently) investigate. As with all students, the Academy reserves the right to require a leave of absence, in the interests of student safety.

If you need to miss multiple classes or other appointments, the dean of students will excuse them and communicate with your teachers, coaches, or advisers regarding your academic work and attendance.

If EPD goes forward with an investigation that may include criminal charges, the support liaison — support team (director of student well-being, adviser and support liaison) will continue to serve in a supporting role to you and your parent(s) or guardian(s) throughout the investigation and subsequent legal proceedings.

## ACADEMY INVESTIGATION

If the Academy receives notice that EPD has closed its case with no criminal charges pending, the Academy will conduct its own investigation.

In some cases, the Academy will hire a trained and experienced independent investigator who specializes in trauma-informed sexual assault investigations, to conduct the Academy investigation.

The Academy will make every effort to complete a thorough investigation quickly and with as little disruption as possible, as circumstances allow. In some cases, however, it may take several weeks to complete, and may be impacted by breaks in the school calendar. Here is what will happen during the investigation:

The Academy will request that you participate in an interview with the investigator, either in person or remotely by phone or video conference. The purpose of the interview is to gather as much information as possible about the incident and the context surrounding it, in order to arrive at thorough and conclusive findings. You will not be required to participate, however, and may decline an interview or decline to answer specific questions within an interview. You may also provide written materials or reports from law enforcement to avoid repeating information you have already provided.

- The support liaison, your adviser, or another trusted faculty member, will be present for support in your interview. They are welcome to ask clarifying questions of the investigator, to ask you if you understand a question, to remind you of something, or to request a break if it is clear that you need one.
- You are welcome to take breaks during the interview.
- If you wish to speak to a counselor or HAVEN advocate after your interview, the support liaison, a member of your support team will make those arrangements.
- Consistent with other school investigations, parents, guardians or attorneys may not attend or listen in on interviews. They may, however, be available adjacent to the interview and you may stop the interview in order to consult with them privately.
- Please note that your interview could take as long as several hours. You will be excused from classes, as necessary.
- You are welcome to bring documents, written notes or other materials to your interview (or in lieu of an interview) if you would like the investigator to review and consider them.

- You may take notes during the interview.
- You may want or need to speak with others before or after the interview. We understand the need for support and encourage you to speak with your parent(s) or guardian(s) and/or adults on campus who are aware of the circumstances. Speaking with other students about it may bring unintended consequences that include compromising the confidentiality of the investigation or even accusations of retaliation, which could result in community conduct action. We encourage you to rely on trusted adults for your primary support.
- The investigator may also interview other available witnesses, including those with direct knowledge of the events, and those who have indirect knowledge of the events.
- You may identify witnesses whom you think the investigator should interview.
- The Academy will ask (but will not require) witnesses to sit for interviews.
- Witnesses are not provided unnecessary details about the alleged misconduct at issue.
- The investigator may ask to speak with you more than once, in order to clarify information you provided, or to ask about new information after interviews with other people. As with the initial interview, you may decline to participate.

A member of your support team will provide you and your parent(s) or guardian(s) with regular updates on the progress and expected timeframe of the investigation.

### **STUDENT MISCONDUCT REVIEW AND DECISION**

Once the Academy investigation is complete, the investigator will share preliminary factual findings with the assistant principal and school's general counsel, who may ask for clarification if necessary.

Once final, the general counsel and assistant principal will share a report of findings with the the director of student well-being, adviser, support liaison, dean of students, and principal.

The misconduct review board (MRB) will meet to consider the report of findings and any disciplinary records for the responding student. At the conclusion of the meeting, the MRB will make a preliminary decision (by majority vote), to determine the appropriate response, up to and including separation from the Academy.

The chair (dean of students) will prepare a summary letter articulating the decision and the rationale and will share the summary response letter with the principal, assistant principal, and general counsel, who may ask for clarification and/or additional details if necessary.

The MRB will reconvene, review the decision and response letter, and render a final decision, again by majority vote.

The dean of students will inform the director of student well-being, adviser and support liaison of the decision, and provide a written summary of the findings and MRB decision to you, your adviser, and your parent(s)/guardian(s). You will need to keep this information confidential. The dean of students and assistant principal will be available to meet with you, and any other supportive adults, if or when you want to meet about the outcome. As the reporting student, you will have input into how you would like to be informed.

If you have been away from campus, the dean of students and the support liaison will schedule and conduct a reintegration meeting, to ensure that you are well supported and have a successful return to your usual school activities. This meeting may include you, your parent(s) or guardian(s), your adviser, your counselor, and any other supportive adults.

The support liaison will continue to be available to you, your adviser, and your parent(s) or guardian(s) for emotional and academic support on campus as needed.

### **WHAT TO EXPECT IF YOU ARE...THE RESPONDING STUDENT**

The Academy recognizes that it can be emotionally challenging to be accused of sexual misconduct of any kind. What follows is information about the investigation process and about the support you can expect as a student of the Academy that may help to reduce some of the uncertainty and anxiety you could experience.

### **INITIAL RESPONSE AND REPORT TO AUTHORITIES**

After receiving a report, the director of student well-being will inform the dean of students (or the dean on duty, if the dean of students is not available) that the Academy has received an allegation of sexual misconduct against you, and that a report has been made to the Exeter Police Department (EPD) and/or New Hampshire's Division for Children, Youth and Families (DCYF).

A dean will contact you and your adviser to schedule an in-person meeting to inform you of the allegations. The dean will share the general nature of the allegations and the identity of the reporting student, but will not share how the Academy became aware of the information.

The director of student well-being will assign a support liaison to be available to you throughout the process of responding to the allegations. This will be a trained faculty member.

As needed, your support liaison will communicate directly with the counselor, adviser, and deans' office to coordinate additional emotional and academic support resources as describe below.

The support liaison or your adviser will tell the counselor on call that a report of sexual misconduct has been made against you and ask the counselor on call to assess you for your personal safety and well-being.

Next, the dean will work with you, your adviser, support liaison, and/or a counselor to determine the best way to notify your parent(s) or guardian(s).

The support liaison will work with you and your adviser to identify and contact any other supportive adults you would like to have available to you.

If you want or require medical attention, the support liaison or your adviser will accompany you to the Lamont Health and Wellness Center (LHWC) or the Exeter Hospital, based on an assessment of your needs. Please note that you may refuse recommended medical attention. If you do, the support liaison or adviser must notify your parent(s) or guardian(s) of that refusal.

If you go to the LHWC:

- The support liaison or other trusted adult will accompany you.
- You will be assessed by the nurse on duty and the counselor on call.

If you go to Exeter Hospital:

- The support liaison, adviser, or a medical chaperone will accompany you.
- You will be clinically assessed at Exeter Hospital.
- The support liaison, adviser, or a medical chaperone will stay with you until a parent or guardian can join you or until you return to LHWC.

As a supportive protocol, you may be required to stay at the LHWC overnight or until a parent or guardian can join you.

At LHWC, the staff will assign you to a room that is separated from the student who has made the report, if that student is also in the building.

If you need to miss classes or other appointments, the support liaison will work with your adviser and deans to excuse you from those appointments.

The support liaison and adviser will provide and coordinate all support services during and after the investigation by EPD and the investigation by the Academy, including the following:

- Assistance and support while a dean notifies your parent(s) or guardian(s).
- Assistance and support in calling your adviser, a counselor (on or off campus), and any other trusted adult.
- Explaining the investigation processes and what to expect.
- Meeting privately with you to discuss a variety of counseling and other supports available to you.
- Arranging for accommodations or assistance you may need during the investigation(s).
- Providing updates from EPD, DCYF, and the dean of students' office
- Ongoing communication with and support for your parent(s) or guardian(s).

The Academy supports a temporary leave from school, so that you may focus on receiving supportive services while EPD (first) and the Academy (subsequently) investigate. As with all students, the Academy reserves the right to require a leave of absence, in the interests of student safety.

If you need to miss multiple classes or other appointments, the dean of students will communicate with your teachers, coaches, or advisers regarding your academic work and attendance, without sharing the circumstances.

If EPD goes forward with an investigation that may lead to criminal charges, the dean of students may decide to place you on a dean's leave pending the closure of the police investigation and/or criminal case. The Academy will delay pursuing its own investigation until any criminal case is completely resolved. You may remain on a dean's leave until both the police and Academy investigations have concluded.

## ACADEMY INVESTIGATION

If the Academy receives notice that EPD has closed its case with no criminal charges pending, the Academy will conduct its own investigation. In some cases, the Academy will hire a trained and experienced independent investigator who specializes in trauma-informed sexual assault investigations, to conduct the Academy investigation.

The Academy will make every effort to complete a thorough investigation quickly and with as little disruption as possible, as circumstances allow. In some cases, however, it may take several weeks to complete, and may be impacted by breaks in the school calendar. Here is what will happen during the investigation:

The Academy will require you to sit for an interview with the investigator, either in person or remotely by phone or video conference.

- The support liaison and your adviser, or another trusted faculty member, will be present for support in your interview. They are welcome to ask clarifying questions of the investigator, to ask you if you understand a question, to remind you of something, or to request a break if it is clear that you need one.
- You are welcome to take breaks during the interview.
- If you wish to speak to a counselor after your interview, the support liaison or adviser will make those arrangements.
- Consistent with other school investigations, parents, guardians or attorneys may not attend or listen in on interviews. They may, however, be available adjacent to the interview and you may stop the interview in order to consult with them privately.
- Please note that your interview could take as long as several hours, and may involve more than one interview. You will be excused from classes, as necessary.
- You are welcome to bring documents, written notes or other materials to your interview if you would like the investigator to review and consider them.
- You may take notes during the interview.

You may want or need to speak with others before or after the interview. We understand the need for support and encourage you to speak with your parent(s) or guardian(s) and/or adults on campus who are aware of the circumstances. Speaking with other students about it may bring unintended consequences that include

compromising the confidentiality of the investigation or even accusations of retaliation, which could result in community conduct action. We encourage you to rely on trusted adults for your primary support.

The investigator may also interview other available witnesses, including those with direct knowledge of the events, and those who have indirect knowledge of the events.

- You may identify witnesses whom you think the investigator should interview.
- The Academy will ask (but will not require) witnesses to sit for interviews.
- Witnesses are not provided unnecessary details about the alleged misconduct at issue.

The investigator may ask to speak with you more than once, in order to clarify information you provided, or to ask about new information after interviews with other individuals.

The support liaison or adviser will provide you and your parent(s) or guardian(s) with regular updates on the progress and expected timeframe of the investigation.

As the responding party, you should be aware of the potential consequences you face in the event there is a finding of sexual misconduct. Even if there is not a finding of sexual misconduct, you may be charged with something else (for example, unsatisfactory conduct). Potential consequences include the full array of community conduct consequences, including restrictions, restrictions with review, community restoration, probation, and requirement to withdraw. We encourage you and your family to discuss all of these potential consequences with the support liaison, adviser or other trusted adult.

Regardless of the disciplinary response, the Academy will expect you to participate in a structured educational process that will provide support and education about healthy relationships, consent, and the impact and trauma associated with sexual misconduct. Counselors and/or health educators involved in this process will have access to the investigation details and findings so as to provide relevant support.

## MISCONDUCT REVIEW AND DECISION

Once the Academy investigation is complete, the investigator will share preliminary findings with the assistant principal and school's general counsel, who may ask for clarification if necessary.

Once final, the general counsel and assistant principal will share a report of findings with the support liaison, adviser, dean of students, and principal.

The misconduct review board (MRB) will meet to consider the report of findings and the records of any previous disciplinary action. At the conclusion of the meeting, the MRB will make a preliminary decision (by majority vote), to determine the appropriate response, up to and including separation from the Academy.

The chair (dean of students) will prepare a summary response letter articulating the decision and the rationale and will share the letter with the principal, assistant principal, and general counsel, who may ask for clarification and/or additional details if necessary.

The MRB will reconvene, review the decision and response letter, and render a final decision, again by majority vote.

The dean of students will inform the support liaison or adviser of the decision, who will notify your counselor, and make arrangements to inform you, and your parent(s) or guardian(s), if available, of the decision. You will receive a written summary of the findings from the investigation and the decision of the MRB.

The dean of students and assistant principal will be available to meet with you and/or your parent(s) or guardian(s) for follow-up questions or concerns about the outcome or process.

If you are required to withdraw, you and your family will work with the dean of students in accordance with *The E Book*.

If you have not been required to withdraw, the dean of students and the support liaison will meet with you and your adviser, to discuss the expectations with regard to your disciplinary action and educational plan, and to ensure that you are well supported and have a successful return to your usual school activities if you have been away from campus. This meeting may also include your parent(s) or guardian(s), your counselor, and any other supportive adults.

The support liaison will continue to be available to you, your adviser, and your parent(s) or guardian(s) for emotional and academic support on campus as needed.

## WHAT TO EXPECT IF YOU ARE...A PARENT OR GUARDIAN

Situations involving allegations of sexual misconduct can be extremely stressful and worrisome for families. The following provides information about the process of investigating allegations that may help alleviate some of the uncertainty that accompanies them. Please know that at all times, the Academy prioritizes student safety and well-being. We will communicate with you and your student as much as we can throughout the process.

**If you are the parent or guardian of a reporting party**, we recommend that you read “What to expect if you are ... the Reporting Party” above. In addition, you can expect the following:

- As soon as possible, the director of student well-being will notify you of the allegations reported by your child, or reported by a third party concerning your child, by phone, after consulting with your child.
- The director of student well-being, will do their best to answer your questions and respond to your concerns about the process for investigating reports of sexual misconduct.
- In most circumstances, it is best if you are able to travel to campus to be with your child.
- You will have ongoing communication with and access to the director of student well-being and support liaison to discuss the investigation process.
- After the resolution of the case, the dean of students, director of student well-being, support liaison, and adviser will continue to be available to you to address concerns you may have with supporting your child on campus.

**If you are the parent or guardian of a responding party**, we recommend that you read “What to expect if you are ... the Responding Party” above. In addition, you can expect the following:

- As soon as possible, a dean will notify you of the allegations against your child by phone, after consulting with your child.
- A dean will do their best to answer your questions and respond to your concerns about the process for investigating claims of sexual misconduct.
- In most circumstances, it is best if you are able to travel to campus to be with your child.

- You will have ongoing communication with and access to the support liaison to discuss the investigation process and any resulting discipline.
- After the resolution of the case, the dean of students, the support liaison, and the adviser will continue to be available to you to address concerns you may have with supporting your child if they return to campus.

## WHAT TO EXPECT IF YOU ARE... AN ADVISER

Advisers play an important role to support students and parents or guardians in situations involving allegations of sexual misconduct. Whether a student is on campus or on leave, the adviser is in frequent communication with students and families to answer questions, respond to concerns, connect families to resources, and to work with other adults on campus to best support the student.

The following provides specific information about the adviser's role throughout the process, before, during, and after an investigation.

If you are the adviser of a reporting party, we recommend that you read "What to expect if you are ... the Reporting Party" (see page 99).

If you are the adviser of a responding party, we recommend that you read "What to expect if you are ... the Responding Party" (see page 106).

If you are the adviser of a witness, we recommend that you read "What to expect if you are...a Witness" below.

A dean or director of student well-being will notify you of the allegations by or against your advisee so that you are prepared to provide additional support to your advisee.

Please note that they will not provide you with details of the alleged misconduct at issue, in order to protect the privacy of the students involved. You should not question your advisee about the incident. But, your advisee may feel comfortable sharing some details with you. In this case, if you have questions or concerns about how to respond, you should reach out to the director of student well-being who will also link you with your student's assigned support liaison as another resource.

If at any time, you are uncertain about how best to support your advisee, it is important that you reach out to the support liaison, director of student well-being, or dean.

Throughout the investigation, the dean of students' office will be available to provide accommodations regarding your advisee's academic work, attendance, and other support needed.

Here is what will happen during the investigation:

- If your advisee is the reporting party, the Academy will request (but will not require) your advisee to sit for an interview. If your advisee is the responding party, the Academy will require your advisee to sit for an interview.
- In either event, you will accompany your advisee in the interview, with the support liaison. You are welcome to ask clarifying questions of the investigator, to ask your advisee if they understand a question, to remind your advisee of something, or to request a break if it is clear that your advisee needs one.
- Your advisee is welcome to take breaks during the interview.
- If your advisee wishes to speak to a counselor after the interview, the support liaison will assist in making those arrangements.
- Please note that your advisee's interview could take as long as several hours, and more than one interview may be necessary.
- The contents and nature of the interview are confidential. You should not share information with anyone not directly involved with the investigation.

After the interview, you should confer with the general counsel and assistant principal to share any notes you took, and to share impressions of or feedback about the interview and the investigator.

Please note that you may have other advisees who become witnesses in the investigation. The Academy will ask (but will not require) witnesses to sit for interviews. Witnesses are not provided details about the alleged misconduct at issue.

Witnesses will be reminded that the Academy will not discipline bystanders who provide information for violations of Academy rules that may have taken place at the time of the misconduct.

If you have or learn of information that is pertinent to the investigation, you are obligated to share that information with a dean, the director of student well-being, assistant principal or the general counsel. As a result, you may need to be interviewed by the investigator separately.

Because these situations can be stressful and worrisome, as the adviser, you can expect that you will need to provide support and communicate frequently with the student and parent(s) or guardian(s) throughout the investigation, which may take a several weeks. You should reach out to the dean of students, counselors, director of student well-being or support liaison, if you need any help in this regard, or if you feel you have a conflict of interest or need no additional supports.

You may also need to be in contact with the student's teachers or coaches. But, you will need to protect the privacy of your advisee and other students, by not disclosing that there is or has been an investigation.

After making a decision about the case, the dean of students will meet with you, your advisee, and the support liaison for the responding student (if your advisee is the responding student) to notify your advisee of the decision. If your advisee is the reporting student, the director of student well-being or support liaison will inform you of the decision. The reporting student will have input into how they would like to be informed by the dean of students and whether they will be present.

After the resolution of the case, the dean of students, director of student well-being and support liaison will continue to be available to you to assist with supporting your advisee, their parent(s) or guardian(s), and addressing any concerns you may have about your advisee's well-being, if they remain on campus.

## WHAT TO EXPECT IF YOU ARE...A STUDENT WITNESS

A sexual misconduct investigation may involve interviews with students beyond the reporting party and the responding party, including those with direct knowledge of the events, and those who have indirect knowledge of the events.

The investigator may identify witnesses whom they believe they should interview. The investigator will ultimately decide which witnesses to interview.

The Academy will ask (but will not require) student witnesses to participate in interviews. If you miss classes or other appointments, the deans' office will excuse the absence(s).

Witnesses are not provided unnecessary details about the reported misconduct at issue.

If you are identified as a witness to be interviewed, the director of student well-being will contact you and your adviser to inform you and to request that you participate in an interview. You may decline the request if you wish.

If you agree to be interviewed, the director of student well-being will also seek permission from your parent(s) or guardian(s).

For student witnesses who provide information about the misconduct, the Academy will not apply disciplinary consequences for violations of Academy rules that may have taken place at the time of the misconduct. **(Non-Disciplinary Response)**

Here is what to expect during the interview:

- Your adviser may accompany you as a support person in your interview. Your adviser is welcome to ask clarifying questions of the investigator, to ask you if you understand a question, to remind you of something, or to request a break if it is clear that you need one.
- You are welcome to take breaks during the interview.
- If you wish to speak to a counselor after your interview, the director of student well-being will make those arrangements.
- Parents and guardians may not attend or listen in on interviews.
- Please note that your interview could take as long as an hour or more, and more than one interview may be necessary. You will be excused from classes, as necessary.
- You are welcome to bring documents, written notes or other materials to your interview if you would like the investigator to review and consider them.

You should not speak to any other students about the interview. Speaking with other students about it may bring unintended consequences that include compromising the confidentiality of the investigation or even accusations of retaliation, which could result in community conduct action.

If you would like to speak with someone, we encourage you to speak with your parent(s) or guardian(s), adviser or other trusted adults on campus who are aware of the situation.



If the process impacts your classes or classwork in any way, the dean of students will excuse absences and communicate with your teachers, coaches, or advisers regarding your academic work and attendance.

### **WHAT TO EXPECT IF YOU ARE...A STUDENT REPORTING MISCONDUCT AT ONE OF OUR OFF-CAMPUS PROGRAMS**

Our response to students on off-campus programs reporting misconduct will parallel our on-campus processes to the greatest extent possible. Students should contact their off-campus program director immediately to report misconduct. We may have additional resources in the form of counseling, medically escorted flights and family companion visits, and medical and legal advice available from International SOS. Countries have differing laws regarding offenses and reporting, but we would follow New Hampshire's reporting laws in addition to working with law enforcement in the off-campus location.

# PROGRAMS AND RESOURCES

We are committed to creating and sustaining a healthy school community, where students and adults feel safe and respected. A critical component of our curriculum is helping students understand and build a culture that supports healthy relationships and prevents sexual misconduct, and training adults to support students and maintain healthy boundaries.

Current initiatives in the area of student health and well-being, as well as detailed school policies, are at the core of our efforts. More information about these efforts, including past and planned events, can be found on the academy website, <https://www.exeter.edu/home/about-us/our-commitment-safety/practice-programs>.

## ON-CAMPUS RESOURCES

**For Emergencies:** 911

**Campus Safety:** 603-777-4444

**Director of Student Well-Being:**

**Christina Palmer, Ed.D., LMFT,** 603-777-3307,  
Academy Center, Room 203 [cdpalmer@exeter.edu](mailto:cdpalmer@exeter.edu)

**Dean of Students Office:**

603-777-3411, Jeremiah Smith Hall, 1st Floor

**Ashley Taylor,** Dean of Students,  
[ataylor@exeter.edu](mailto:ataylor@exeter.edu)

**Sherry Hernandez,** Dean of Multicultural Affairs,  
[shernandez@exeter.edu](mailto:shernandez@exeter.edu)

**Carol Cahalane,** Dean of Residential Life,  
[ccahalane@exeter.edu](mailto:ccahalane@exeter.edu)

**Johnny Griffith,** Dean of Health and Wellness,  
[jrgriffith@exeter.edu](mailto:jrgriffith@exeter.edu)

**Laura Marshall,** Dean of Academic Affairs,  
[lemarshall@exeter.edu](mailto:lemarshall@exeter.edu)

## LAMONT HEALTH AND WELLNESS CENTER: 603-777-3420

**Derek Trapasso, M.D.,** Medical Director

**Erin Bradley, PA-C,** Physician's Assistant

**Rebecca Fisher, PA-C,** Physician's Assistant

## COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)

**Szu- Hui Lee, Ph.D, ABPP,** Director of CAPS

**Meghan Coyle, LICSW,** Counselor

**Harmony Costopoulos, LICSW,** Counselor

**Charla Malamed, LICSW,** Counselor

**Johanna Mautz, LICSW,** Counselor & Student  
Listener Coordinator

**Marco Thompson, LICSW, MLDAC,**  
Counselor & ASAP Coordinator

**Christopher Thurber, Ph.D, ABPP,**  
Associate Director of CAPS

**Health and Human Development Educators:**  
Lamont Health and Wellness Center

**Courtney Shaw, Department Chair:**  
603-777-4321, [cshaw@exeter.edu](mailto:cshaw@exeter.edu)

**Mackenzie Kraines:** (603) 777-3543  
[mkraines@exeter.edu](mailto:mkraines@exeter.edu)

**Jackie Langevin:** 603-777-3789,  
[jlangevin@exeter.edu](mailto:jlangevin@exeter.edu)

**Shane LaPointe:** 603-777-4204,  
[nlapointe@exeter.edu](mailto:nlapointe@exeter.edu)

**Michelle Soucy, Department Chair:**  
603-777-4319, [msoucy@exeter.edu](mailto:msoucy@exeter.edu)

**Brandon Thomas:** 603-777-3713,  
[bthomas@exeter.edu](mailto:bthomas@exeter.edu)

## GENERAL COUNSEL:

**Holly Barcroft,** 603-777-3299, Jeremiah Smith Hall,  
Room 201, [hbarcroft@exeter.edu](mailto:hbarcroft@exeter.edu)

## **RESOURCES ON RELATIONSHIP VIOLENCE AND DATING ABUSE**

There are many state and national resources available to better understand the problem of relationship violence, and whose missions are to prevent violence and to support survivors. Below are a few of those resources with links to their websites.

### **Love is Respect**

<https://www.loveisrespect.org/is-this-abuse/types-of-abuse/>

Love is Respect was developed as a project of the National Domestic Violence Hotline (<https://www.thehotline.org/>) and provides a 24-hour resource for teens who experience dating violence and abuse. This site provides examples of the types of abuse that can occur in relationships — physical, verbal and emotional abuse, and online abuse through social media or digital technologies.

### **RAINN (Rape Abuse & Incest National Network)**

<https://www.rainn.org/about-sexual-assault>

RAINN is a national organization dedicated to preventing sexual violence and to providing support to survivors and justice to perpetrators.

### **National Sexual Violence Resource Center (NSVRC)**

<https://www.nsvrc.org/about-sexual-assault>

The NSVRC is a national nonprofit that provides information and tools to prevent and respond to sexual violence.

### **HAVEN**

[www.havennh.org](http://www.havennh.org)

HAVEN serves women, men, and children affected by domestic and sexual violence in the seacoast area of New Hampshire. It is the largest violence prevention and support services agency in the state.

### **NH Coalition Against Domestic and Sexual Violence**

[www.nhcadsv.org](http://www.nhcadsv.org)

NHCADSV creates safe and just communities through advocacy, prevention and empowerment of anyone affected by sexual violence, domestic violence and stalking.

### **NEW HAMPSHIRE LAWS ON SEXUAL ASSAULT**

TITLE LXII, CRIMINAL CODE, CHAPTER 632-A, SEXUAL ASSAULT AND RELATED OFFENSES

<https://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-LXII-632-A.htm>

## ASBESTOS RESPONSE ACT SURVEY

In 1987, the Environmental Protection Agency established the Asbestos Hazard Emergency Response Act (AHERA). All schools with grades K-12 were required to have a Management Plan prepared, to include a full campus survey of all asbestos materials, prepared by an accredited asbestos hygiene firm by October of 1988. The Management Plan also called for re-inspections of all asbestos by a certified hygienist every three years, together with an update of the survey.

Beginning in June of 1991, and every three-years thereafter, the Academy has retained the services of qualified consultants to conduct full re-inspections of all asbestos materials remaining in all school-related buildings, fulfilling this regulatory requirement. Based on past re-inspection reports, we are convinced that the overall maintenance of asbestos material at the Academy is very good and that students, faculty and their families, and staff can live and work in a safe environment.

The Academy's goal is to safely control and maintain asbestos materials in place until such time as that material could provide any threat is removed from the campus. The program, which is described in detail in the Management Plan, addresses the procedures for: cleaning of areas of damaged asbestos material, the methods of removal and repair of that material, the training of custodial and maintenance personnel, and the methods of maintaining material in good condition. The plan also addresses the requirement for a semi-annual visual inspection of all asbestos-containing material by trained Academy personnel.

The Academy outsources the services of a certified asbestos abatement company to remove asbestos on campus and hires a certified Industrial Hygienist, separate from the abatement company, to oversee the abatement projects and provide air sampling and clearance reports. The major abatement projects of the past year were tied into the renovation projects at Wetherell Dining, Merrill Hall, Langdell Hall, and Davis Center. Details of the Academy's asbestos removal and maintenance efforts and copies of the Management Plan, which includes the full inventory of asbestos-containing material at Phillips Exeter Academy, are available for review at the Facilities Management Department.

## LEAD

In February 2018, the State of New Hampshire adopted Senate Bill 247, *Preventing Childhood Lead Poisoning from Paint and Water*.

The Bill required that by July 1, 2019, all schools and licensed childcare facilities in NH complete testing for lead in drinking water at all locations where water is available for consumption by children under the age of 18. In order to comply with Senate Bill 247, Facilities Management contracted with Absolute Resource Associates to test all potential drinking water sources across campus.

### LEAD HAZARDS IN PAINT

Prior to 1978, the use of lead-based paint in buildings was a common practice. With the recognition of the potential harmful effects of lead, federal regulations were enacted that prohibited this practice after 1978. Since the majority of the Academy buildings were built before 1978, the potential for lead-based paints does exist.

Although the main risk category for health impacts due to lead-based paints are in children under the age of 6, the Academy takes a proactive approach to address potential hazards. All dormitories are inspected yearly and issues with painted areas addressed as necessary. All Academy employees and outside contractors working with lead-based paints have been trained and certified as required by state and federal regulations.

Facilities Management is available to answer any questions and provide any additional information you may need. Please contact, Tegan DeGenova, Environmental Compliance Manager at 777-4441 or [tdegenova@exeter.edu](mailto:tdegenova@exeter.edu).

PHILLIPS EXETER ACADEMY