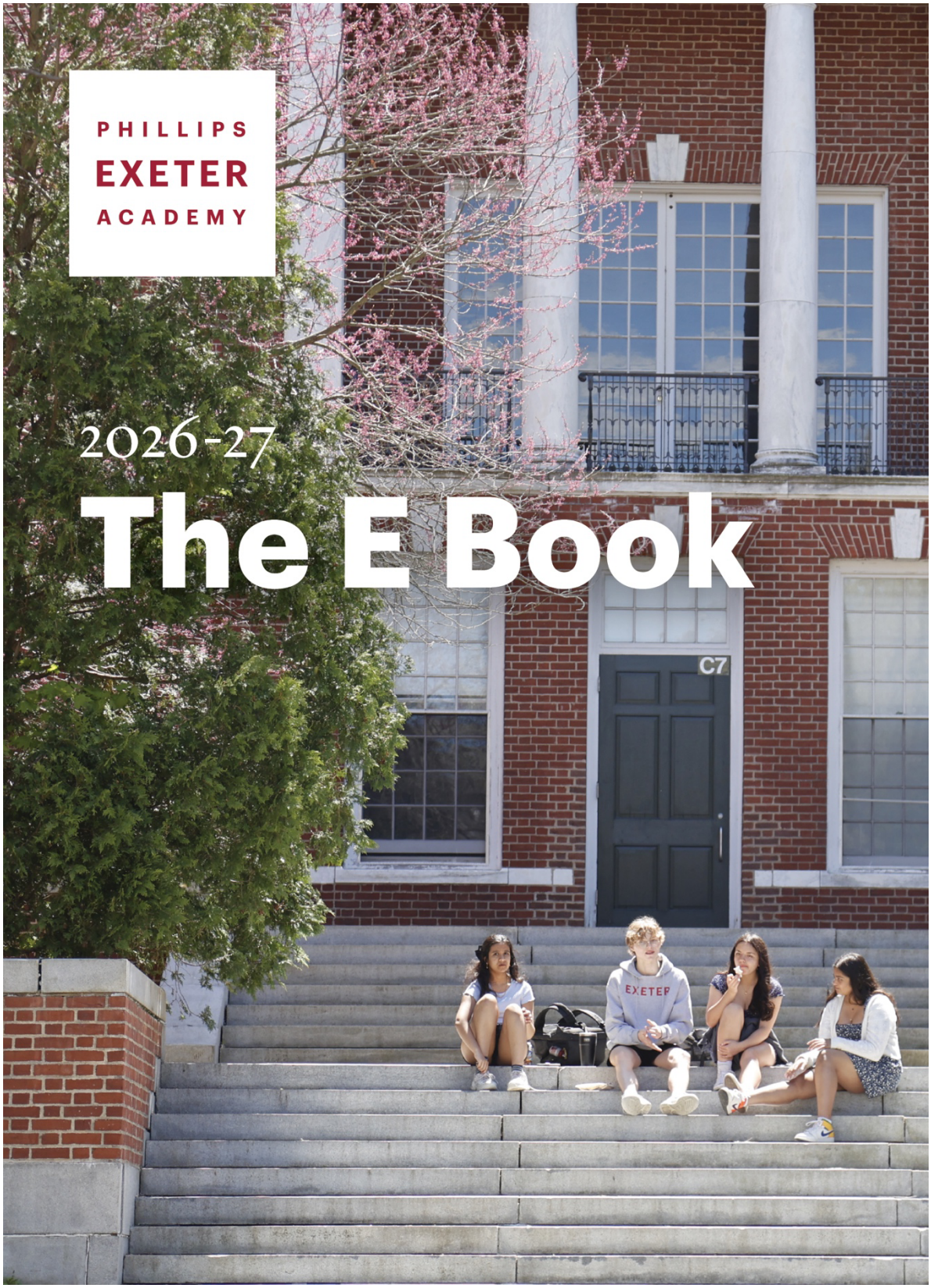


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WELCOME TO PHILLIPS EXETER ACADEMY!

We are excited for a wonderful year ahead, and we ask that all community members familiarize themselves with the *E Book* so that we can operate from a shared understanding of values and expectations.

We hope that this book will serve as a guide that sets the standard for what is expected of an Exonian. You will find in these pages information about Academy life, student resources, school 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. There is a lot of information here! Familiarize yourself with the table of contents on the preceding pages and also remember that you can search topics in this electronic document digitally.

In addition to the *E Book*, we encourage you to log on to *my*Exeter regularly. There you will find detailed calendars, schedules, academic information, and news of interest. This is also where you will find the current version of the *E Book*, which is periodically updated. Any substantive policy changes will be communicated to you directly, but you should always be sure to access the *E Book* through *my*Exeter to ensure that you are referring to the current version. We hope you will be in touch with any questions as you prepare for the exciting year ahead!

THE ACADEMY'S AUTHORITY

The rules and policies of Phillips Exeter Academy are set by the Trustees, faculty and administration, and may be revised during the school year. 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 any aspect of life at Phillips Exeter Academy, please feel free to ask. Your adviser, your teachers, your dorm proctors, Student Listeners, and members of the Dean of Students Office are all here to help you.

NON-DISCRIMINATION STATEMENT

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.

History of the Academy

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.

Mission and Core Values

MISSION

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

OUR FIVE CORE 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).

Diversity, Equity and Inclusion Vision Statement

In the 21st century, our pursuit of knowledge and goodness, united in usefulness to our ever-changing world, requires us to redefine how we achieve excellence in education. We must harness perspectives from every quarter to encourage adults and students to think critically, realize and challenge their assumptions, and collaborate to forge a greater understanding of the world. This means developing an inclination toward, and facility with, diversity of thought, perspective and experience. This also means cultivating the empathy, understanding, and respect necessary to open one's mind to those thoughts, perspectives and experiences that differ from one's own. Excellence today requires nothing less.

The Trustees of Phillips Exeter Academy commit to ensuring that Exeter is a diverse and inclusive community where each person has the tools to flourish. Diversity and inclusion are critical to sustaining and strengthening our tradition of excellence in all aspects of life at Exeter — academic, programmatic and organizational. Fostering an experience where all participants feel they can bring their full selves forward is not merely aspirational, it is fundamental to our educational mission and method. Our commitment to our community is to do more than assemble a diverse population of students and adults: our commitment is to teach the skills, model the behaviors, provide the resources, and cultivate the environment of inclusion that is required to unlock the richness of that diversity. Only through inclusion can diversity act as a catalyst to dispel ignorance and fear, and create space to achieve equity and excellence. Only when we put these values into action, by both our words and our deeds, can we construct authentic bridges across differences and empower all individuals to become their best and fullest selves, both at Exeter and throughout their lives.

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 thoughts or identities are different from our own. Only when we skillfully engage our differences — whether they are grounded in race; ethnicity; national or geographic origin; religious, philosophical or political beliefs; gender or gender identity; sexual orientation; age; physical ability; family structure, socioeconomic status or life experience — will we find a path to that greater understanding of the world and how we can be of service to it.

Student Support and Important Contacts

The principal meets frequently with students, attends club meetings at request, holds special events with students and faculty, 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, dean of students, director of equity and inclusion, faculty committees and individual faculty members on both ongoing and new initiatives.

The assistant principal serves as the principal's chief deputy in all academic and operational matters of the Academy and provides leadership on matters related to faculty and employee well-being and performance, student well-being and performance, campuswide planning, legal matters and program development and review, to ensure that the Academy meets its goals and strategic priorities.

The dean of faculty oversees all matters concerning the teaching faculty and academic life of the Academy. The Dean of Faculty supports academic departments and their chairs, the director of studies and curriculum committee, and the overall well-being of the faculty.

The director of equity and inclusion provides strategic leadership on diversity, equity, and inclusion, focusing on community engagement, student leadership, faculty recruitment and retention, professional development, alumni inclusion, and institutional equity.

The dean of students oversees all matters concerning student life at the Academy, consulting with and coordinating the efforts of all the offices and deans that directly support students. The dean of students champions a positive environment that nurtures students in support of Exeter's mission and supports the well-being of the student body.

The dean of academic affairs is responsible for academic programs and schedules; helps students achieve their academic goals; coordinates academic support; monitors progress; and provides guidance when academic issues arise.

The dean of student health and wellness is the liaison between the Dean of Students Office and the Lamont Health and Wellness Center. They implement medical leave policies and facilitate communication concerning personal or health issues with teachers. This dean also oversees attendance.

The dean of academy life oversees the advising and residential and day student programs and helps dorm faculty and proctor teams develop thriving communities.

The dean of community life manages the community conduct process and supports students in understanding and abiding by the Academy's values and expectations.

The dean of multicultural affairs leads the Office of Multicultural Affairs and engages with all students on issues around diversity, equity and social justice.

The medical director oversees student health and wellness, ensuring the delivery of high-quality medical care through the Lamont Health and Wellness Center (LHWC). They lead the LHWC, supervise clinical staff, and develop evidence-based policies for illness prevention, emergency response and chronic condition management. The medical director collaborates closely with school leadership, faculty, and parents to promote a safe, healthy environment that supports academic and personal growth. They also serve as the primary liaison with local healthcare providers and public health agencies.

The director of Counseling and Psychological Services is responsible for directing the overall operation of the Counseling and Psychological Services (CAPS) Departments, providing counseling, crisis intervention, consultation and mental health outreach services. They lead and support the CAPS team of clinicians and collaborate closely with school leadership with the focus of enhancing the psychological and emotional well-being of PEA students and the broader campus community.

The director of student activities and student clubs oversees all weekend activities and student club events. They support our students in finding joy and balance in their free moments, as well as supporting our robust student club program through applications, room reservations, events and funding.

The director of the Exeter Student Service Organization (ESSO) oversees the Academy's service programs and the student leadership of ESSO. They support the student body in finding existing opportunities and creating new opportunities to give back to our local communities.

The director of accommodations and learning support manages the academic accommodations process, including reviewing requests, determining eligibility and developing accommodation plans for students with documented learning differences, medical conditions, disabilities, or temporary impairments.

The testing coordinator oversees the logistics, scheduling, and execution of all standardized testing for the Academy, both on and off campus, and serves as the main point of contact for students, faculty, and testing organizations.

The learning specialist is responsible for supporting all students academically. They discuss study skills, work one-on-one with students, and help students with learning disabilities to implement effective strategies for success.

The director of student information serves as both a registrar and scheduler. They oversee the course sign-up and scheduling process, as well as the distribution of grades and comments.

The day student coordinator is responsible for overseeing and supporting the day student experience, including the day student lounge, new day student orientation and welcome events, coordination with day student proctors and student listeners, and relationships with day student families/parents.

The ninth-grade program coordinator is responsible for overseeing the ninth-grade program, ensuring a smooth and welcoming transition for our youngest students. This includes supporting the academic program for our ninth graders, coordinating social events for the class, and organizing the ninth-grade common read over the summer.

The Phelps director of religious and spiritual life is responsible for nurturing the religious and spiritual growth of the student body and promoting interfaith dialogue and education. They oversee religious fellowship groups and interfaith student leadership and coordinate services and events to celebrate religious holidays, as well as community events, in Phillips Church.

The LGBTQ+ coordinator supports LGBTQIA+ students by educating the students and adults through gender inclusive programming and trainings that promote competency and awareness of the experiences of LGBTQIA+ students.

The Asian student coordinator creates campuswide programming that expands the awareness of Asian, Asian American, Native Hawaiian and Pacific Islander identities throughout the diaspora. Advises cultural and affinity clubs that support and celebrate various Asian identities.

The international student coordinator supports students with SEVIS matters (such as I-20 forms, F1 visas and change of status), transitioning to the Academy, overcoming culture shock, helping with plans during school vacations and representing the international student experience with faculty and staff.

Academy Life

Advisers

Every student is assigned a faculty member who serves as their adviser. 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. 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. 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, 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.

Dormitory Life

HOUSING OPTIONS

The Academy's boarding community lives in 26 houses and dormitories that range in size from 8 student residents to 60. Each day student is affiliated with one of these houses or dormitories. These residences are designated as traditional boys' dorms, traditional girls' dorms, or all-gender dorms. Depending on size, each dormitory has between one and 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 during the summer based on 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 making room assignments, the Academy seeks to balance student preferences with the availability of spaces of various types and the needs of the community.

DORM ACCESS

Room keys and Lion Cards are issued at no cost at the beginning of the year. The Lion Card serves as a student's Academy ID and grants them electronic access to their dorm and other buildings.

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.

STUDY HOURS

- 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.
- After check-in, students are expected to observe study hours in their own rooms or in other spaces designated by the dorm head.
- 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.
- 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.
- No visitors will be allowed in dorms after 9 p.m.
- Playing video games or watching television/streamed programs not related to coursework is prohibited during study hours without the permission of the dormitory faculty member on duty.

CHECKING INTO THE DORMITORY

- Sunday through Thursday, seniors are required to be in their dorms by 10 p.m. and uppers by 9 p.m. 9th- and 10th-grade students, as well as any student on restrictions, must be in their dorms by 8 p.m.
- On Friday nights before a Saturday with classes, students check in as above. On Friday nights before a Saturday without classes, and on any weeknight preceding a day without classes, all students in good standing must report in at their dormitories by 10 p.m.
- 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.
- Once a student has checked into the dorm with a faculty member or proctor, they are expected to remain inside the building until 6 a.m. Absence from the dorm without permission during this time is considered a major disciplinary offense.
- By petition to the deans, meetings of some clubs and student organizations (*The Exonian*, the *PEAN*, Student Council and Student Listeners, as examples) may extend past 8 p.m., when study hours begin. Students in good standing may, with the permission of the faculty member on duty, check out after their normal check-in time to attend meetings and appointments such as: community performances; working on special projects at the library or other academic

building; working at the radio station; attending Buddhist Meditation; attending a lecture or film related to academic courses; or meeting with a faculty member for academic help.

LIGHTS OUT

- All students should be in their own rooms after 10:30 p.m. (exceptions may be made only by dorm heads).
- Lowers and preps are required to be in bed by 10:30 p.m. On rare occasions, they may request "late lights" from the person on duty.
- Seniors and uppers should be free to control their own bedtime hours 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.
- Lights out rules for Saturday nights are made by the faculty in the various dormitories.

DORMITORY PROCTORS

Dorm proctors are designated student leaders who help dormitory faculty establish an atmosphere of trust and who exhibit a special degree of concern for the welfare of the dormitory. Dorm faculty and proctors work together to foster a healthy and positive culture through community building, dorm events, and special traditions. The dorm proctor's role requires responsibility and a degree of accountability beyond those of other boarding students. Dormitory faculty and proctors often work together to devise appropriate measures to resolve conduct issues in the dormitory. Thus it is expected that proctors' own conduct will always accord with Academy regulations and that their words and actions will always be conducive to friendly and healthy relationships among their dormmates. 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. In cases where one or more students' health or safety are at risk, proctors must share their concerns and seek help from faculty, Health Services, or Campus Safety. In these cases a proctor may request a non-disciplinary response (NDR) from the faculty member. 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 are typically on duty one day each week (except Saturdays). One or more 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.

STUDENT LISTENERS

Student listeners serve as a vital, front-line peer support network that offers a safe and confidential space for students to talk through daily stress, academic pressure, and personal challenges. Besides offering this support, student listeners can connect peers with appropriate Academy resources, including on-call counselors at the Lamont Health and Wellness Center. Student listeners are trained by members of Counseling and Psychological Services and the Health and Human Development Department.

VISITORS IN THE DORMITORIES

Common area and room visitations allow students to socialize and work collaboratively on schoolwork or club activities. Visitors are defined as students who are not residents of the dormitory and are not day students affiliated with the dormitory. Visitors are not permitted in the dorms before 10:00 a.m. or during or immediately after assembly, except by arrangement with the resident faculty or a dean.

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 10:00 a.m., and may not extend into study hours or past check-in.

Common Areas Visitations

At the discretion of the dormitory faculty, on school days students may have student guests in designated common spaces from 10:00 a.m. until 7:55 p.m. for 9th- 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. Guests in common spaces should be accompanied by their student host or, if they are visiting to receive extra help from a faculty member, in the presence of that faculty member.

Dormitory Room Visitations

Students who are residents or affiliates of a dorm may visit in student rooms during permitted times without faculty permissions. 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.

Dormitory visitations are not for the purpose of sexually intimate behavior. 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.

After the third Monday of September or Academy Life Day, whichever is later, students may request permission to host visitors (i.e., students who are not residents or affiliates of their dorm) in their rooms during the following times. (Note that the faculty member on duty may or may not, as circumstances warrant, approve any particular request.):

School nights

- 9th and 10th graders: during faculty duty hours and no later than 7:55 p.m.
- 11th and 12th graders: during faculty duty hours and no later than 8:55 p.m.

Non-school nights

- All students during faculty duty hours and no later than five minutes before check-in times.
- The faculty member on duty has the right to limit any of these visitation periods as circumstances warrant.

For students who are not residents or affiliates of the dorm, all interior and exterior room doors must be fully open during dorm visitations, and lights must be on in all occupied spaces. Lofts may not be inhabited during room visitations. Students who are under community conduct action for a visitation violation may not request nor be granted visitations.

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. At the end of a visitation, the host and guest must check the guest out by formally notifying the faculty on duty that the guest is leaving.

Students are expected to avoid excessive noise during visitations, particularly during study hours.

Guests who are disruptive to the dorm during visitations can be asked to leave the dorm.

SENIOR VISITATIONS

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 inches). All other rules of visitations apply. Those who violate this rule will not be granted this privilege for the remainder of the year.

DAY STUDENT AFFILIATE OVERNIGHTS

Non-school nights: After dormitory room visitations have commenced (after the third Monday of September or Academy Life Day, whichever is later), 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 both 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 (see Leaving Campus). 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.

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.

OTHER OVERNIGHT VISITS

Overnight visits between students from different dormitories, whether residents or affiliates, are not permitted. No visitors are permitted to stay in dormitories on Exeter/Andover weekends.

After the third Monday of September or Academy Life Day, whichever is later, a student may request permission to host a high school-aged family member overnight in their room. Any such request 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.

MUSICAL 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. Amplified music and/or instruments may not be played in the dormitory or out of dormitory windows.

STUDENT ROOMS AND REGULATIONS

To ensure student safety and to comply with state and local fire regulations, Campus Safety will make regular inspections of all student rooms to identify and eliminate safety concerns. Violations will be noted and shared with students and dorm faculty; three days will be given to

comply with violations before a room is reinspected. Violations of the following regulations can result in confiscation of items in violation and community conduct action.

Prohibited in dormitories and other campus buildings (See also the list of prohibited items under Furnishings, below):

- Tampering with smoke detectors, fire extinguishers or fire alarm systems, or hanging clothing or other items from room sprinklers.
- Upholstered furniture that does not 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.*
- Rugs or wall coverings that are either in poor condition or prevent full use of the door to a student's room.
- Halogen lamps, high-intensity lamps and spotlights in which the bulb is tightly enclosed. Bulbs in student lamps may not exceed a 60-watt rating.
- Hot pots, immersion heaters, firecrackers or explosives of any kind.
- Improvised partitions and bamboo or matchstick screens.
- Paper and flammable plastic lamp shades.
- Placing paper or flammable items on radiators or on the corridor side of the door.
- Large accumulations of paper and boxes in rooms or hallways or stairwells.
- Candles, incense and other open-flame devices.
- Highly flammable materials such as paint removers, lacquers, gasoline and other fuels.
- Mattresses on the floor (mattresses must be placed on standard bed frames).
- Decorations hung over the bed or from the ceiling or attached to the ceiling.
- Bicycles or any other freestanding item that impedes an exit route during an emergency.
- Pets or other animals.

One refrigerator is allowed per dorm room, provided it is UL-approved, it is a maximum of 3.3 cubic feet, and it does not draw more than 1,200 watts. (Note that refrigerators cannot be stored in the dormitory over the summer.)

One extension cord is allowed per room, provided it is UL-approved, and wire size must be a minimum of No. 16. Items plugged into any room extension cord must not draw more than 1,200 watts.

Posters not larger than 50 square feet and tapestries are allowed if all sides are secured to the wall. 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.

Students are liable for the damages to their rooms, whether or not they have been locked. Financial charges for damages will be handled through the Finance Office. Malicious damage to school property or buildings may result in disciplinary action.

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. Confiscated items will be returned to students at the end of the school year.

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. When feasible, 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 team. A 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 New Hampshire State and Mandatory Reporting Laws).

FURNISHINGS

All rooms are furnished with beds, mattresses, bureaus, desks and desk chairs. Dorm rooms are not furnished with desk lamps, with the exception of Main Street and Ewald Dormitories, where a desk lamp will be provided to each resident. (Residents of other dormitories will be provided with a desk lamp if they request one from their dorm head during the first week of school.) Each boarding student is provided with one laundry bag, four flat sheets, two pillowcases, and six bath towels. Woolen blankets and pillows are available upon request. Students may bring their own pillow, blanket and comforter. Beds have 80-inch mattresses that take extra-long twin sheets. Furniture other than Academy furniture is not to be installed except with the approval of the Dean of Students Office.

The following items are not permitted in student rooms: upholstered furniture that does not meet NFPA 260 or CAL 117 (2000 or 2013 edition) fire code requirements; mercury thermometers; microwave ovens; computer, gaming or television screens larger than 32 inches; non-LED string lights; natural holiday trees or wreaths; appliances with powered heating elements such as space heaters, coffee makers/electric teapots, toasters or air fryers, corn poppers, hot plates, rice cookers, flat irons; high-wattage electrical appliances, halogen lamps and high-intensity lamps that generate excessive heat. In addition, 3D printers, soldering pens, and all other devices with exposed heating elements are prohibited in all dormitory locations. See also the list of prohibited items under Student Rooms and Regulations above.

LINEN AND LAUNDRY SERVICES

Weekly linen service for boarding students is covered by tuition. Personal laundry service (wash, dry and fold) is available for purchase. Both services are offered through E&R Laundry and Dry Cleaners. E&R's plastic bags and clothes hangers can be recycled; look for specially marked receptacles in your dorm.

E&R will send all boarding students and their families information over the summer. Or you can be in touch with the company at 800-243-7789 inside the U.S. or 603-627-7661. You may also email E&R at info@eandrcleaners.com.

The Academy recommends taking advantage of both these options, as student academic and extracurricular schedules get busy.

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.

Students have the option to use dormitory washers and dryers free of charge.

SUMMER STORAGE/SHIPPING

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. Note that refrigerators may not be stored in dormitories over the summer.

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

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.

FOOD DELIVERIES

All food deliveries to the dorm must be completed by 9:45 p.m. Sunday through Friday, and by 10:45 p.m. on Saturday. When placing orders, students must provide the accurate address and direct deliveries be left outside the exterior door authorized by dorm faculty. If a student has already checked in, they must request faculty permission to retrieve their delivery. Note that being outside of the dormitory without permission after checking in, even for the purpose of retrieving a food delivery, constitutes a major conduct offense.

COMMERCIAL ACTIVITY IN DORMS AND ON CAMPUS

1) No agencies, businesses or stores of any kind are allowed on campus without permission from the Dean of Students Office or other authorized office of the Academy.
2) Sales or solicitation within the dormitories is not allowed without permission of the Dean of Students Office and the dorm head. No products may be sold room to room.
3) Exonians are welcome to take advantage of discounts or special services offered by local or online businesses to Academy students. However, students should not request or solicit directly any discounts or services from businesses on behalf of the Academy. Any such proposals should be made to the Deans Office, which will provide support and direction for any requests deemed advisable and appropriate.

INTIMATE RELATIONSHIPS IN THE DORM

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 Office, provide support and guidance in managing the situation. The community conduct system will not be part of the response unless it is warranted by a current violation of another school rule.

Day Students

Day students make up about 20% 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. All day students are affiliated with a dormitory and thereby included in many dorm activities. 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. At home, when under the supervision of their parents and guardians, day students are urged to follow a program of check-in and study hours as near that of students living in dormitories as is consistent with family living. In addition, they are subject, as much as possible, to the same Academy requirements and rules as boarding students.

SOME DAY STUDENT SPECIFICS

- 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. (Preps and lowers 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.).
- The day student lounge on the second floor of the Elizabeth Phillips Academy Center 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 day student area 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. to 10 p.m.
- Day students are encouraged to foster relationships with others in their affiliated dorm communities by participating in dorm activities and spending time in their dorm. Day student proctors offer support to new and returning day students affiliated with that dorm, assist with dorm duty and events, and will regularly be available in their affiliated dorms. Day student

proctors are selected in the spring term based on demonstrated leadership capacity and faculty recommendations.

- Day students are allowed to stay overnight in their affiliated dorms. Please see section on overnight visitors for specifics.
- 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, 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 guests are responsible for responding to the specific permission forms for each occasion.
- We require that our day students are living with and in the care of a parent, guardian, or responsible adult in the evenings and on the weekends.

DAY STUDENTS' USE OF MOTOR VEHICLES

Some day students are licensed drivers and use a family car for commuting between home and campus. All student vehicles must be registered with the Campus Safety Office and a parking decal must be attached to the left rear window or bumper. Once on campus, vehicles must remain parked in approved day student parking locations. It is expected that once parked, the vehicle will not be used again until the student leaves campus following their last commitment of the day.

- Assuming proper insurance and parental approval, day students may give rides to other day students for commuting.
- **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 Orah pass prior to departing campus.
- Campus Safety officers may issue a non-fee ticket to remind drivers they have parked improperly on campus. While there is no 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.

ATTENDANCE

All students, including day students, wishing to miss classes or other required Academy appointments must complete and submit the Petition to Miss Required Appointments form

located on *my*Exeter at least four days prior to the missed event. If the petition is approved, the student must submit an Orah pass request to the Dean of Students Office in order to be excused from missed classes or appointments.

If a day student will miss classes due to illness or to receive off-campus healthcare, the student's parents/guardians must inform Health Services each day by calling 603-777-3420 prior to the class meetings or other required appointments.

INCLEMENT WEATHER

Student safety is always our top priority, and day students should not drive during inclement weather. When possible, day students are encouraged to plan ahead and stay overnight in their affiliated dorm to minimize the disruption to their attendance.

DAY STUDENT STATUS/ELIGIBILITY

Day Student Towns

If you live in one of these nearby towns, you're just a short drive away from Exeter and are required to attend as a day student.

Massachusetts: Amesbury, Salisbury

New Hampshire: Brentwood, Durham, E. Kingston, Epping, Exeter, Greenland, Hampton, Hampton Falls, Kensington, Kingston, Newfields, Newington, Newmarket, Newton, North Hampton, Rye, Seabrook, South Hampton, Stratham.

Choice Towns

If you live in one of these towns, you can apply as a boarding student or day student. This is a one-time decision communicated to the Academy at the time of application.

Massachusetts: Beverly, Beverly Farms, Boxford, Byfield, Danvers, Georgetown, Groveland, Hamilton, Haverhill, Ipswich, Merrimac, Merrimacport, Methuen, Middleton, Newbury, Newburyport, Rowley, South Hamilton, Topsfield, Wenham, West Newbury

New Hampshire: Atkinson, Auburn, Barrington, Bedford, Bow, Candia, Chester, Danville, Deerfield, Derry, Dover, Fremont, East Barrington, Hampstead, Hooksett, Lee, Madbury, Manchester, New Castle, Northwood, Nottingham, Plaistow, Portsmouth, Raymond, Salem, Sandown, Somersworth, South Hooksett

Maine: Berwick, Cape Neddick, Eliot, Kittery, South Berwick, York, York Harbor

Academics

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.

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; under-enrolled courses may be cancelled. 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). 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.

Daily schedules and related information for the current term are available on the *my*Exeter Resource Board.

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. To support this transition, all courses taken in the fall term of the ninth grade will receive official grades of "Pass" (P) or "No Pass" (NP). Subsequently, 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 a D-. 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.

Grade Review Policy

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 *my*Exeter. 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.

Homework Guidelines

- 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 by the student via email at least three days prior to the due date and with the student's adviser cc'd, along with other teachers with major assessments due that day. If a resolution cannot be reached, the student should consult their adviser or the director of studies.
- Students who wish to request an extension on a major assessment for any reason other than the one listed above should email their teacher with as much advance notice as possible and cc their adviser. The teacher will consult their departmental policy (where applicable) and use their discretion to determine whether it is appropriate to grant an extension for that particular assignment.
- 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.

Library

The Class of 1945 Library is the largest high school library in the world. The building itself, designed by Louis I. Kahn, is an international landmark of modern American architecture. Below are guidelines for how students can make the most of this amazing resource.

The library staff includes librarians, an archivist, experienced associates and assistants who offer research help at the Library Service Desk as well as through email, chat, and by appointment. We collaborate with faculty to develop student research skills, teaching information literacy and digital literacy skills. We support recreational reading and co-curricular programs, too. The librarians and staff are eager to answer questions and provide research support.

In addition to the physical and digital collections, the library houses the historical records of the Academy and a substantial rare-book collection in the Center for Archives and Special Collections. The Book Exchange provides an array of free used books and textbooks donated by students for students. 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. The Academy Library building is also the location for the Learning Centers.

Students may borrow most books, CDs and recorded books for four weeks with the option to renew. Students are responsible for replacement costs of lost or damaged material. Materials may be borrowed by returning students during most school breaks.

Students may reserve one of the 200 study carrels (individual desks) for the year, with priority given to day students desiring a designated study space. Carrel assignments are made in the first two weeks of school. Select carrels are available year-round on a first-come, first-served basis. Abundant additional seating is available throughout the building.

Academy students and employees may bring visitors to the library but must remain with their guest(s) for the duration of their visit. Unaffiliated visitors are otherwise restricted to Visitor Days when classes are not in session. Throughout the year, the library sponsors numerous activities and events to supplement and enhance life at PEA. Activities are for Academy students and employees unless designated as open to the public.

Library hours during the school year are: Monday – Thursday 7:30 a.m. – 9:30 p.m., Friday 7:30 a.m – 7:00 p.m., Saturday 11:00 a.m. – 7:00 p.m. (7:30 a.m. – 7:00 p.m. on class Saturdays), and Sunday 11:00 a.m. – 9:30 p.m.

Academic Support

Academic support resources on campus come in many forms. 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.

Additional supports include the Learning Centers, Peer Tutoring and a learning specialist who provides individualized help in some content areas and study skills. The Writing Center offers peer and teacher review of papers and essays. The Math Center and Language Center offer help from both peers and teachers. The Peer Tutoring Program offers help in math, science and languages.

Phillips Exeter Academy discourages parents/guardians or students from hiring outside tutors, defined as any adult who is not Exeter faculty. If a student needs more sustained academic support, a tutor can be recommended in consultation with our dean of academic affairs or learning specialist. Adults unknown to the Academy may not work with students on campus without the knowledge and permission of the school through the Dean of Students Office. If a student works with a tutor, whether virtually or in-person, the name and contact information of the tutor must be provided every term to the teacher and the dean of academic affairs. If the teacher believes it will be helpful, they may communicate course expectations to the tutor or explain what is considered acceptable help versus academic dishonesty. Tutors may not contact teachers directly to obtain details of assignments or access to other course information.

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.

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.

Disability Accommodations Policy

MISSION AND GUIDING PRINCIPLES

Phillips Exeter Academy is committed to providing qualified students with disabilities equal access to its academic, residential, and co-curricular programs. In accordance with applicable law and Academy policy, Exeter provides reasonable accommodations that remove disability-related barriers while preserving the essential academic expectations of an Exeter education. Accommodation decisions are made through an individualized review process that considers a

student's current functional limitations, educational history, supporting documentation, previous accommodations, and the essential requirements of the Academy's academic program.

THE HARKNESS METHOD

The Harkness method is a defining feature of the Phillips Exeter Academy educational experience. Academic accommodations are intended to provide equitable access while preserving the fundamental nature of the Academy's curriculum. Accommodations are designed to remove disability-related barriers — not to fundamentally alter the Harkness method, modify essential academic requirements, or lower academic standards.

REQUESTING ACCOMMODATIONS

Students and families decide whether to disclose a disability and request accommodations. When a request is made, the Academy evaluates eligibility through an individualized review process after appropriate documentation has been submitted.

To ensure accommodations are in place at the start of the school year, students and families should submit accommodation requests as soon as possible after enrollment. Although requests may be submitted at any time, early submission provides the greatest opportunity for accommodations to be reviewed, finalized, and communicated before the start of the academic year**. Instructions for requesting accommodations, including the required Parent and Student Questionnaires and documentation guidelines, are available on *my*Exeter.**

Once all required documentation has been received, accommodation requests are generally reviewed within one week during the academic year. During school breaks or summer months, additional processing time may be required.

Please note that accommodations cannot be applied retroactively.

DOCUMENTATION

Documentation is one component of the review process. The Academy also considers information from the student, parents or guardians, previous educational records, classroom observations, faculty input, and other relevant information when determining appropriate accommodations. The Academy may request additional documentation if existing information does not sufficiently describe the student's current functional limitations or support the requested accommodations.

Documentation requirements vary depending on the nature of the disability. Detailed documentation guidelines for learning disabilities, ADHD, medical conditions, mental health conditions, and temporary disabilities are available on *my*Exeter.

PREVIOUS ACCOMMODATIONS

Previous accommodations received through an Individualized Education Program (IEP), Section 504 Plan, standardized testing, or another educational institution are considered as part of the review process but do not automatically determine accommodations at Phillips Exeter Academy. Accommodation decisions are based on the student's current functional limitations and the Academy's individualized review process.

Once approved, accommodations generally remain in place throughout a student's enrollment unless the student's needs change, the accommodations are no longer appropriate, or updated documentation is required.

COMMUNICATION AND IMPLEMENTATION

Once accommodations are approved, the director of accommodations & learning support will communicate with the appropriate faculty and staff. Students are encouraged to discuss their accommodations with their teachers and ask questions if they need clarification. Advisers can also be an important source of support as students learn to advocate for themselves and navigate these conversations. The director of accommodations & learning support remains available to support students, advisers, and faculty in ensuring accommodations are implemented effectively and consistently.

CONFIDENTIALITY

Disability documentation is maintained separately from a student's academic record and is treated as confidential. Information regarding a student's disability is shared only with school personnel who have a legitimate educational interest in approving, implementing, or supporting accommodations.

STANDARDIZED TESTING ACCOMMODATIONS

Approval of academic accommodations at Phillips Exeter Academy does not automatically guarantee accommodations on College Board (SAT, PSAT, AP) or ACT examinations. Each testing agency independently determines eligibility and establishes its own application deadlines.

Students seeking standardized testing accommodations generally fall into one of the following categories:

1) Students who have previously been approved for standardized testing accommodations through College Board or ACT and need to transfer or associate those accommodations with Exeter.

2) Students requesting standardized testing accommodations for the first time, including students who already receive academic accommodations at Exeter and students with a new diagnosis or newly identified need.
3) Long-term medical conditions (e.g., epilepsy, chronic illness): Contact the director of accommodations & learning support at least 10 business days before the applicable testing agency deadline to allow sufficient time to review and submit required documentation.
4) Short-term conditions or recent physical injuries (e.g., broken hand, concussion): Contact the director of accommodations & learning support as soon as possible and provide medical documentation describing the condition, current functional limitations, and anticipated recovery timeline. Requests will be processed as quickly as possible; however, accommodations cannot be guaranteed due to testing agency timelines and requirements.

Students requesting new standardized testing accommodations should contact the director of accommodations & learning support as early as possible. College Board and ACT have separate application deadlines and review processes, and new requests may require documentation and several weeks for review.

Students who have already been approved for College Board or ACT accommodations should provide their approval information to Exeter so that their accommodations can be transferred or associated with the Academy.

Students with a medical condition or temporary impairment should contact the director of accommodations & learning support as soon as the need arises to determine the appropriate next steps.

SAT AND ACT REGISTRATION

SAT: Students seeking accommodations must first receive approval from the College Board. The student/family completes the required consent form, and the Accommodations & Learning Support Office submits the request to the College Board. Once approved, the student registers for the SAT with accommodations.

ACT: Students register for the ACT independently, link Exeter as their high school, and indicate during registration that they need accommodations. This notifies Exeter to initiate the accommodations request through ACT. Students must also provide the required consent form and documentation.

Because standardized testing agencies establish their own deadlines and review timelines, students and families are strongly encouraged to begin the accommodations process well in advance of their intended test date.

PREPARING FOR COLLEGE

One of Exeter's goals is to help students become confident self-advocates. Throughout their time at the Academy, students are encouraged to understand their learning needs, communicate effectively with teachers, and take an active role in the accommodation process.

Students should understand that the accommodation process in college differs from high school. Colleges require students — not parents or guardians — to request accommodations through the Disability Services Office. Accommodation decisions are based on current documentation and functional limitations, and accommodations received through an IEP, Section 504 Plan, standardized testing, or at Phillips Exeter Academy do not automatically transfer to college. Documentation requirements vary by institution.

Waiver of Graduation Requirements

In rare cases, a student may have a diagnosed disability which adversely impacts their ability to meet an academic graduation requirement. In most situations, making an exception to graduation requirements would fundamentally alter the Academy's programming and therefore, such accommodations will not be granted. In order to be considered for a waiver of a graduation requirement, a student must adhere to the following protocol:

1) A request for consideration for a waiver of a graduation requirement should be submitted to the dean of academic affairs in writing.
2) The student must provide full documentation that meets the Academy's standards outlined above in the section addressing Disability Documentation.
3) The student must provide a specific request from the evaluator or treating physician for the waiver, and a detailed explanation (including reference to specific findings from a neuropsychological evaluation where applicable) as to why a waiver of the graduation requirement is a reasonable and appropriate accommodation for the student's diagnosed disability. If this request and rationale are not included in the initial documentation, a supplemental letter from the evaluator or treating physician may be required.
4) The student and family must consult with the dean of college counseling in advance to discuss the potential impact of the waiver on college choices and college applications.

The final determination of whether to waive a graduation requirement will be made by the assistant principal in consultation with the dean of academic affairs, the dean of college counseling, and legal counsel. The full faculty may be informed of the final determination.

It is important to note that a waiver of a graduation requirement, if granted, will apply to the student's future course selections only and will not impact any performance in any courses already completed. Students and families who believe that such a waiver may be necessary are advised to consult with the dean of academic affairs as early as possible in a student's career at the Academy.

Limitations of Academy-Provided Support

Even with appropriate supportive services and accommodations in place, there may be instances when a student is unable to meet the essential requirements of the Academy's academic or community expectations. This may occur when a student requires mental health, medical, or physical support that exceeds the level of care or supervision the Academy can reasonably and safely provide. In such cases, the Dean of Students Office in consultation with relevant administrators and staff, may determine that a medical leave or separation from the Academy is necessary to support the student's well-being and ensure the integrity of the school environment.

Academic Honesty

The Academy expects honesty from all Exonians in every aspect of their academic work. 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. Students should also review the Tutoring Guidelines to ensure that they are in alignment with Academy expectations.

Faculty members who suspect incidents of academic dishonesty will 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 will notify the dean of community life, who will conduct a community conduct investigation. The dean of community 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 community life, the chair of the Community Conduct Committee and the dean of academic affairs or their designees will meet to decide on next steps. See Community Conduct Processes.

It is important to note that students found in possession of any unauthorized electronic devices, notes, or other aids during an assessment are in violation of academic dishonesty expectations even if they have not been directly observed using them. In addition, students who do not adhere to their teacher's specific expectations for composing and submitting papers (for example, making visible all stages of the writing process and providing access to all materials used) undermine their ability to defend the writing as their own work in the event of suspicion of the use of unauthorized resources.

Attendance, Absences and Missing Required Appointments

Attendance

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. Students are expected to attend all required appointments, which include classes, assembly, sports, music lessons, advisory meetings, and college counseling programs. Exceptions are made when a student is ill and has received an excuse from the health center or when they have successfully completed a deans' petition to miss a scheduled appointment. Students who miss more than 20% of the scheduled class meetings in a term risk community conduct action as well as having credit for a course withheld.

1) Students are expected to meet their appointments punctually. Students who miss a required appointment receive an unexcused absence and risk community conduct action. Students must correct with the Dean of Students Office any errors in reported unexcused absences within one week of being notified by the Dean of Students Office.
2) Teachers are expected to report all absences to the Dean of Students 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 the health center, 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 four 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.

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. Students must petition the Dean of Students Office at least four 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 the Dean of Students Office at 603-777-3411 or dean_students@exeter.edu.

1) Students should complete and submit the Petition to Miss Required Appointments form on the *my*Exeter resource page at least four days prior to their absence. 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 Orah pass obtaining final parental and host (if applicable) endorsement(s).

Minimum Attendance Policy

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% 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 and 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% of class meetings in two or more courses.

Attendance Committee

The Attendance Committee consists of a chair and four voting members — two appointed members of the faculty and two students. The faculty members are appointed by the dean of faculty and typically serve for two years. The students are uppers who have been nominated by the Student Council president; candidates are selected by the faculty members to serve for one year.

The purpose of the Attendance Committee is:

1) To hear petitions from students on the status of absences and make the final determination as to whether a particular unexcused absence counts, and
2) To interview students with excessive unexcused absences and determine appropriate consequences. The Attendance Committee may, on its own authority, levy certain disciplinary responses (see Attendance Committee Responses, below). The Attendance Committee may also recommend a student to the Community Conduct Committee for a Level Two or Level Three case (see Community Conduct System).

ATTENDANCE COMMITTEE PROCEDURES

1) Students receiving four unexcused absences within a term will be placed on Restrictions for two weeks.
2) The second consecutive term of Restrictions for unexcused 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
- 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 to the community, and/or maintain or improve well-being.

If a student is referred to the Community Conduct Committee for excessive absences, their case is handled as any other CCC case (see Community Conduct System), with the additional provision that continued accumulation of excessive unexcused absences after a student has been placed on Community Restoration or Probation may result in another Community Conduct meeting with the possibility of a Requirement to Withdraw decision.

Leaving Campus

If a student will be missing any required appointments, including dormitory check-in, or will be outside the Exeter vicinity (see map) for any period of time, they must seek permission from their host (if applicable), their parent/guardian and the Academy. Students always need approved passes when going home or staying with their parents/guardians off campus, the exception being school vacations.

The Academy utilizes Orah, an online system, to allow students to request and manage off-campus trips and specific parent/guardian permissions. Students can download the Orah app at exeter.edu/orah.

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 be routed 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. It is the student's responsibility to confirm (via the Orah app) that their pass has been approved before departing campus.

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 (including the possibility of Community Conduct action) for inappropriate behavior off-campus.

Orah Pass Guidelines

1) Requests for passes must be submitted to the Dean of Students Office before 3 p.m. the day before the student plans to depart from campus, and before 8 a.m. on Friday for all weekend passes. 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 and expected that the student will leave campus. If the trip is canceled, the student must inform the Dean of Students Office by canceling their Orah pass. If the student anticipates that the parameters of the trip will depart significantly from what is specified in the Orah pass (e.g., a change in destination or mode of transportation) the student must contact the dean on duty. Failure to do either of these 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 complete and submit the Petition to Miss Required Appointments form on *my*Exeter at least four days before the trip. When the petition is submitted, an email notice is sent to the student's adviser requesting comments on the nature of the request and any relevant context. These comments must be received before the deans consider the petition.
4) Upon returning to campus all students must check in at their respective dorms in accordance with their normal dorm check-in times. Any student who will be late for check-in should contact the dean on duty. Failure to check in or to contact the dean may result in Community Conduct action.
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) In 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 a parent/guardian or an adult host over 21 approved by their parents/guardians.

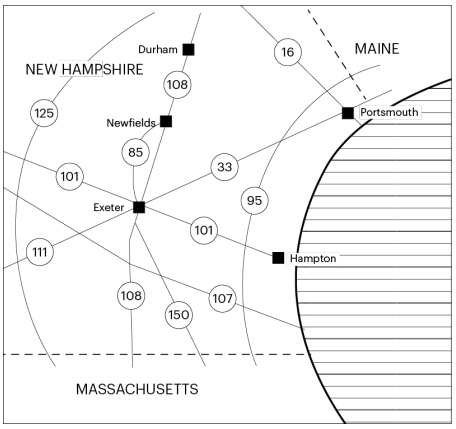
Day Trips

Most day passes do not require parent or guardian permission; the exception is if the student is under 17 years old and will be utilizing a ride share service. For day trips within the two-mile radius of campus (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.

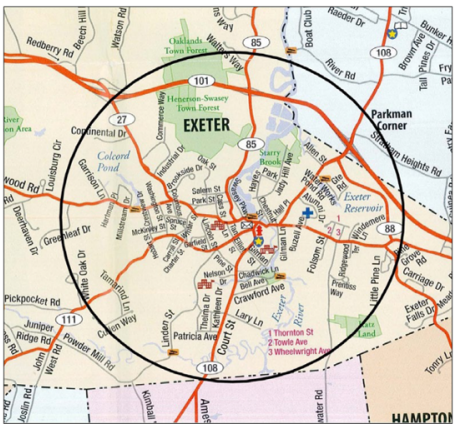
An Orah "Day Pass" is required for boarding students if the student will be:

- visiting a private home within the Exeter vicinity (see map), or
- riding in a motor vehicle (only with a licensed driver over the age of 21) within the Exeter vicinity, or
- outside the two-mile radius and still within the Exeter vicinity.

An Orah "Outside the Exeter Vicinity Pass" is required if a boarding student will be traveling outside the Exeter Vicinity.



THE EXETER VICINITY



2-MILE RADIUS

Transportation in the Exeter Area

BREAKS/CLOSE OF SCHOOL

The Academy provides free transportation to Boston, Massachusetts (Logan Airport), Manchester, New Hampshire (Manchester Airport) and New York City for departing and returning to campus from vacation breaks. Phillips Exeter Academy's bus service for the opening of school is offered only from Boston's Logan Airport and the Manchester Airport.

ALTERNATIVE TRAVEL ARRANGEMENTS

We do not 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:
davelbostoncoach.com 1-800-672-7676

coopercoach.com 1-978-388-1111

flightlineinc.com 1-800-245-2525

greatbaylimo.com 603-431-6490

Note: In all cases, inquire about the extra fare added for baggage and driver gratuity.

AIRPORT AND TRAIN INFORMATION

For real-time status and conditions of U.S. airports: www.fly.faa.gov

For Logan Airport (Boston): www.massport.com/logan-airport

For Manchester Airport (New Hampshire): www.flymanchester.com

For Amtrak trains from South Station (Boston): www.amtrak.com

For the local train, The Downeaster: www.amtrakdowneaster.com (runs from Portland, Maine, to Boston/North Station, stopping in Exeter)

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.

LEAVES OF ABSENCE

Medical Leave

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 permission of the Dean of Students Office 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.

Personal Leave

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 dean of students. 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 and then presented to the Academic Advising Committee. If the committee approves the proposal, the dean of academic affairs brings the proposal to the dean of students for a final decision.

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.

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.

Dean's Leave

A dean may, for any reason deemed appropriate, require a student to reside in the Lamont 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.

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 for 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 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.

Community Life

Student Activities and Student Clubs

The Student Activities Department plans and organizes fun activities throughout the school year that range from ice skating to movie nights to shopping excursions. Each year, the Student Activities Department hosts Club Expo. Club Expo is a two-hour fair for students to learn about the over 100 student clubs and organizations in a range of areas including academic, political, environmental, musical, dance, literary, gaming, social, sporting, religious, and community service. Students may join most clubs and organizations during Club Expo and at any other time throughout the year by attending a meeting, signing up online, or speaking with the club head.

New club applications are opened for one week each spring. Additional information about and approval for student clubs resides with the director of student activities in consultation with the dean of students. Any student wishing to start a new club must apply to do so by the spring term of their upper year. Please note that typically only a handful of clubs are approved in any given year.

Student clubs and organizations can work with Student Activities to develop a budget for the clubs, plan events, and solicit the Student Council or the Student Funding Committee for financial assistance. Special Academy funds can be accessed by completing the application form available on the *my*Exeter Resources Board. The application will require a proposal and projected budget for use of funds.

Global Programs and Internships

Exeter's Global Initiatives program offers students opportunities to learn about the world through domestic and international programs off campus. These experiential programs focus on language learning, entrepreneurship, culture, history, environmental sustainability, leadership, scientific research and more during school breaks.

Summer options also include a wide array of selective internships for rising seniors across a wide range of disciplines.

The Office of Multicultural Affairs (OMA)

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. Cultural awareness and inclusivity are nurtured through exploring differences and similarities, celebrating diversity, and creating community and belonging by encouraging dialogue.

The 6-member OMA team, with other faculty and staff, advise 27 cultural and affinity student groups, and work with Student Activities to help plan activities including Día de Los Muertos, the Lunar New Year, Coming Out Day, and Black History Month. OMA also oversees the Hair Emporium, bringing barbers and stylists to campus on a regular basis to support the hair care needs of students.

Religious and Spiritual Life

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 work to coordinate attendance at local congregations if possible. For traditions without local houses of worship, we strive to host special observances on campus. The director of religious and spiritual life oversees all offerings of the department, with the assistance of faith-aligned adult advisers, to the Exeter Jewish Community, Christian Fellowship, Muslim Student Association and Buddhist meditation group. We also have an active Hindu Society and an Interfaith Discussion Group.

Some offerings in a typical week include:

Sunday

- Catholic Exonians meet and walk to St. Michael's for Mass
- Buddhist meditation and tea, Wicks Room, 11 a.m.

Tuesday

- Secular Student Society meets on alternative Tuesday evenings

Wednesday

- Meditation, Phelps Sanctuary, 9:50 a.m.
- Christian fellowship, lower level, 6:30 p.m.

Friday

- Jummah prayers and lunch, Wicks Room, 12:50 p.m.
- Shabbat service and dinner, lower level, 6 p.m.

Student Publications

A Phillips Exeter Academy student publication:

- Is the voice of a recognized Academy club and has received Publications Committee approval. For approval contact Chair of the Publications Committee Todd Hearon at lhearon@exeter.edu.
- Conforms to the Academy's publications guidelines, which follow.
- Comes in the form of an edition or broadcast and is part of a series of editions that are published or broadcast 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: 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's name in its address or masthead, the authors must meet with the Publications Committee and receive the committee's approval before publishing.

Otherwise, and 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.

PUBLICATIONS GUIDELINES

1) 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. 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) 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.
4) 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. The student radio station WPEA complies with FCC regulations.
5) 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.
6) 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.
7) 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.

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) schoolwide community conduct action may be an appropriate response to an editorial decision or action.

POLICY ON THE USE OF ARTIFICIAL INTELLIGENCE (AI) IN STUDENT PUBLICATIONS AND MEDIA

Student publications and media together serve as a platform for students to hone and develop their journalistic, academic, broadcasting and creative interests in an educational setting. The Publications Committee and its individual advisers, editors, and station managers place a high value on intellectual and imaginative expression along with the importance of integrity which entails, among other facets, honesty and transparency.

1) Regarding the use of AI-generated material, editors and advisers of student publications and media generally prefer human-generated material. Exceptions may be made to this rule, and there may be instances in which AI-generated material would be welcomed or encouraged. **Students must consult with the editors and advisors of a particular publication on a case-by-case basis to determine whether and to what extent AI use is permitted** and to ensure that the material does not contain copyrighted material outside the bounds of fair-use guidelines. Individual editors and advisers will decide the consequences for the misuse of AI-generated material within their particular publications or media.

College Counseling

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 on the *my*Exeter 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

STUDENT RESPONSIBILITIES & REGISTRATION

Students are solely responsible for registering for the SAT (College Board) and ACT through their respective online accounts. While the Counseling and Standardized Testing Offices provide information, registration is an individual student obligation. Exeter acts as an unlisted center for the ACT, and the standardized test coordinator provides specific registration details for on-campus dates in advance.

SCORE REPORTING & PRIVACY

Due to privacy regulations, the Academy does not include standardized test scores on official transcripts. Students must send all scores directly to colleges or relevant agencies (e.g., NCAA). If a senior fails to send scores and a college requests them, the CCO can only share info if a

signed release form is on file. Canadian students must also ensure that provincial exam grades are forwarded to the CCO.

TESTING ACCOMMODATIONS

Students with an Academy Accommodation Plan are not guaranteed accommodations by testing boards, as the College Board and ACT use their own standards. Currently, the College Board requires accommodations to be in place at the school for four months (one year for ACT) before applying. To request accommodations, students must contact the director of accommodations & learning support at least nine weeks before a test date and submit a Parental Permission form. Supporting documentation must be professional, certified, and completed within three years. Approved accommodations generally cover all subsequent tests, though paper-based formats for digital exams must be specifically requested.

SCHOOL-BASED TESTING & OFF-CAMPUS ARRANGEMENTS

School-based accommodations at Exeter are only available when classes are in session. During breaks, students are responsible for finding alternative test centers willing to administer exams with their approved accommodations. For ACT, students must find a center and provide the coordinator's email to ACT. For SAT, the College Board assists with searches, but required documentation must be faxed by the administering center. These special off-campus arrangements are the responsibility of the family, not Academy staff.

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 Appointments 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 Appointments 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 of Students 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 of Students 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 of Students Office.

At any time, students have the right to petition the Dean of Students 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.

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.

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 an Early Decision school) must withdraw all other applications. Students may use the College Counseling Office's "application withdrawal template" or copy their college counselor on a "withdrawal email" to each college's admissions email address. To support the admitted Early Decision (ED) student, the counselor will send an ED Withdraw notice 10 days from the time the ED decision arrived, or on the first day of business following winter break, to all the other colleges on the student's list. Please note: Students who apply for financial aid under an Early Decision plan may receive a delayed financial aid notification. Students who have not yet received a financial aid package are not required to submit withdrawal statements and may have to apply to additional Regular Decision colleges. Accepted ED I students will not be allowed to file an Early Decision II application while waiting for an ED I financial aid package.

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.

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% — 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. In order to be eligible for federally funded financial aid, male students must register with the Selective Service.

Campus Resources

Bicycles

Many students find bikes a convenient way to travel around campus. Exeter's surrounding area and nearby beaches provide excellent bicycling destinations. Student bicycles should be registered at the Campus Safety Office or at 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.

At all times when riding a bike, students should remember that the safety of riders and pedestrians is paramount. At a minimum, students must observe the following rules:

- Ride in control and follow general bike and traffic safety rules. That includes the use of helmets (required in New Hampshire for those under the age of 16 riding on a public way).
- Bicyclists must avoid using busy highways such as Routes 101, 125 and 33. Bikes must be walked at crosswalks; in town, riding on sidewalks is forbidden by town ordinance.
- Any student riding at night should have front and rear lights on their bike.

Bikes should be locked when not in use. Parked bikes should not block sidewalks or walkways or be locked to handrails or handicap rails.

Dining

Elm Street Dining Hall and the Bonnie McElveen Dining Hall in the Hahn Center offer three meals a day and snacks seven days a week when school is in session. Menus are developed with a focus on variety, nutritional balance, and environmentally sustainable practices. The Academy's dietitian and executive chef review menus regularly, and the Dining Services team meets once every term with student representatives who provide feedback and suggestions. In addition, Dining Services solicits suggestions and feedback from all members of the community throughout the year.

Grill, in the Elizabeth Phillips Academy Center, offers a full menu for in-house dining (or for pickup with advance notice) and a variety of healthy grab-and-go options. Grill accepts cash, credit cards, and Grill Points. Each student is given a $12 stipend weekly, in the form of Grill Points loaded onto their Lion Card, that can be used to purchase food and drinks in Grill. Unused points expire weekly.

Daily menus, special events and schedule changes are posted on the *my*Exeter Resources Board.

GRILL

7:30 a.m.– 9:45 p.m.

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

Saturdays with no classes: 4–10:45 p.m.

DINING HALLS

Dining halls are open 7 a.m.–7 p.m. with the exception of times reserved for cleaning.

Breakfast

Monday–Friday: 7–9 a.m.

Saturday (Elm Street only): 7–11 a.m.

Sunday Brunch (Elm Street only): 9 a.m.–1 p.m.

Lunch

Monday-Friday: 11:30 a.m.–1:30 p.m.

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

Dinner

ELM STREET

Monday, Tuesday, Thursday, Friday, Sunday: 5–7 p.m.

Wednesday and Saturday: 5–8 p.m.

HAHN CENTER

Monday, Tuesday, Thursday, Friday: 5–7 p.m.

Closed on weekends and Wednesday dinner.

Recycling

The Academy uses a “single stream” recycling system, which means 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. All campus buildings have blue bins and/or recycling stations for these materials. **Do not throw trash in recycling bins!** Contamination results in recyclable materials being thrown away.

Materials that are not eligible for the single-stream system can be recycled in the following ways:

- The Academy mailroom has a package station for breaking down boxes. They also reuse bagged Styrofoam packing materials.
- Clean cardboard may be folded flat and placed behind the recycling bins in dorms. Large quantities of corrugated cardboard should be placed in the green dumpsters behind Elm Street Dining Hall.
- All dorms have specially marked bins for recycling batteries and old cell phones; there are also designated receptacles for E&R laundry bags and hangers, as well as broken or spent compact fluorescent light (CFL) bulbs, which cannot be thrown in the trash because they contain mercury.

Sustainability Tips

Every student can make a difference!

- **Electricity:** Always turn off lights, stereos and other electrical devices when leaving a room; put computers in sleep mode and unplug chargers when not in use.
- **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.
- **Heating:** Keep storm windows closed during colder months. Use the valve on your radiator to control room temperature. Report heating problems to your dorm custodian or dorm faculty.
- **Water:** Turn off water faucets snugly. Report any leaks or drips to your dorm custodian or dorm faculty. In an emergency, call 603-777-4444. 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.
- **Food Waste:** Both dining halls and the Grill compost all food waste. To-go materials (cups, plates, cutlery) from the dining halls are compostable. Please take only the food you will eat and use available compost receptacles.
- **Paper:** Take notes and read 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.

- **Packaging Waste:** When online shopping, choose products labeled "frustration-free packing," with reduced packaging, and with packaging that contains recycled or recyclable materials. Donate clothing and electronics you no longer need to charitable organizations or during Exeter's Green Move-Out.
- **Reduce Consumption:** If something can be easily repaired or restored instead of thrown away, take a few minutes to do so. Need something new? Consider looking to see if you can get that item from a local thrift store.

Banking

A checking account for students is encouraged, either at a bank at home or in Exeter. 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. There is a charge fee for each transaction in addition to any fees charged by your bank

Bookstore

Exeter's bookstore provides students with textbooks and supplies for coursework as well as snacks, greeting cards, apparel and souvenirs. The bookstore offers 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. Students may also have the opportunity to sell back their textbooks at the end of each term. The bookstore is managed by Barnes & Noble College: exeter.bncollege.com.

Store hours, when school is in session, are Monday through Friday 8:30 a.m. to 5 p.m. and Saturday 10 a.m. to 2 p.m.

Mail/Post Office

The Academy mailroom is on the first floor of the Elizabeth Phillips Academy Center. All students have an assigned mailbox that is located adjacent to the mailroom. Mailbox numbers change each year, and students are encouraged to check their mailboxes regularly.

The mailroom receives, sorts and distributes mail and packages daily. The mailroom also distributes interoffice memos, student messages and club notices. Additional post office services, such as package shipping and the purchase of U.S. stamps, are also available — cash only.

Mailing to students:

Student Full Legal Name
(please do not use nicknames)
PEA # _____
16 Tan Lane
Exeter, NH 03833-2460

Observing the first-class mailing format ensures accurate and timely delivery and distribution of mail.

Packages should not be shipped during the summer break. The mailroom accepts packages for students beginning in the last week of August.

Students can obtain their assigned PEA box number by looking on the *my*Exeter Resources Board. Parents/guardians can also view their student's PEA box number on *my*Exeter.

Please note:

- Window hours (when classes are in session) are Monday through Thursday 8 a.m. to 3:50 p.m.; Friday 8 a.m. to 3:30 p.m.; and Saturday 9 a.m. to 1 p.m. The mailroom is closed during assembly. Holiday hours are posted on *my*Exeter.
- Newspaper subscriptions: students should contact the newspaper's circulation department to ensure their name is included on the label for every newspaper delivery.
- Miscellaneous and food deliveries (Walmart, Hannaford, Whole Foods, Door Dash, etc.) must have a student name on the delivery label. Items without a student name will be discarded if not picked up after seven days.
- Items not picked up from the mailroom or mailboxes will be donated or discarded after 45 days.

Campus Safety

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. Campus Safety personnel at the dispatch center can be reached at 603-777-4444 around the clock. For life-threatening emergencies, call 911.

Technology

Information Technology Services (ITS) supports student technology resources that include network accounts, email, *my*Exeter, campus leave forms (Orah Student Life), Google cloud storage and computer labs. For support or questions about technology, call 603-777- 3693, email itservices@exeter.edu, visit www.exeter.edu/it or stop by one of their offices.

Students must be familiar with and abide by the school's Acceptable Use Policy for IT prior to working on a lab computer or accessing the school intranet and internet resources.

The Academy encourages students and adults to be careful not to send sensitive personal information via email or text messages. 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, or a faculty member. To further help keep themselves safe online, students should adhere to the following best practices:

- Never share usernames or passwords.
- Always log out or lock your computer when you walk away from it.
- Use a security passcode on smartphones/tablets.
- Do not download unfamiliar software off the internet; do not click unfamiliar links; and do not provide your password to non-Academy websites.
- Maintain operating system (OS) updates and antivirus software.

Academy Computing and Network Resources

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.

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)
- Blackbaud Education Management (central hub for academics: e.g., schedules, grades and comments, graduation requirements), student activities, advising, conduct, residential life, registration and more
- 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
- Google Workspace for Education with Google Drive
- Canva (graphic design tool)

For more information on technology at Phillips Exeter Academy, visit 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 username 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 IT (see Community Guidelines and Expectations) prior to working on a lab computer or accessing the school intranet and internet resources.

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. Parental consent documentation as outlined by NH Child Labor Laws must also be completed as applicable. 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.

Community Guidelines and Expectations

Dress Code

Exeter does not have a formal dress code. Students are entrusted to make decisions about their own dress that maximizes their learning, allows for full participation in the activities of the day, and promotes their personal style.

Cell Phones

REQUIRED APPOINTMENTS

Phones must be stored completely out of sight (e.g., in backpacks, closed bags) or kept in other locations (e.g., dorm rooms, library carrels) during all required student appointments. Phones may not be accessed or used in any way during a required appointment unless directed by an adult who is supervising the required appointment. Required appointments include school assemblies, academic and PE classes, labs, advisories, field trips (excluding transportation), required leadership training, faculty-proctor meetings, practices and rehearsals, games and performances (for participants), student orientation programs, required grade meetings, required college counseling appointments, required dorm activities, and any other appointments designated "required" by the Dean of Students Office or adults calling the meeting.

Faculty and other adults supervising required appointments will be expected to address any infractions in the moment. Repeated infractions or willful disregard for the policy will be referred to the Dean of Students Office for appropriate action.

Required appointments do not include meals, transportation to games or other student outings, club meetings, optional dorm activities, optional school assemblies, and other optional community gatherings. Meditation is not a required appointment, but cell phones should not be used or accessed during meditation.

COMMUNITY NORMS OUTSIDE REQUIRED APPOINTMENTS

All members of the community are expected to greet each other on the paths, be in community in the dining halls and other community spaces, and cross streets safely. Toward this end, phones should be used sparingly on the paths and in dining halls and other community spaces and not at all when crossing the street. Phones should not be used with earbuds while crossing streets or while on the paths or in other community spaces. This expectation does not apply when exercising in the fitness center or other locations when not participating in a required appointment. Adults are expected to abide by these community norms as well as students.

STUDY HOURS AND OVERNIGHT

On school nights, 9th and 10 graders are expected to store their cell phones in dormitory lockers during study hours (8:00 to 10:00 p.m.) and overnight (10:30 p.m. to 6:00 a.m.).

11th and 12th graders are expected to model healthy and responsible cell phone usage at all times. In the evenings they are encouraged to utilize the phone lockers if they wish and to make use of the dorm-based “bricks” to help them maintain a distraction-free digital environment for themselves.

Personal Safety

Student safety is our priority, and Exeter students play a vitally important role in keeping themselves, and our entire school community, healthy and safe. Fire safety is taken very seriously, and no student in an Academy building may have an open flame, use matches or lighters, or burn candles of any kind. High-risk activities such as unsupervised rafting and boating or the use of hoverboards are prohibited, but there are many other ways students can avoid physical risk and exercise sound judgment both off and on campus.

- 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.
- When traveling after dark, always walk in lighted areas, avoid shortcuts behind buildings or through secluded areas, and travel in groups whenever possible. Note: Do not go beyond Court Street, behind the Lamont Health and Wellness Center 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.
- Wear a helmet when bicycling, and if you plan to cycle off campus for a significant distance, contact your dorm faculty member or Campus Safety to report your destination and anticipated return time. Register bicycles with Campus Safety and lock them when unattended, even in bicycle storage areas.
- Do not jump off Hill Bridge or swim in the Exeter River. Removal of a dam in Exeter has lowered the water level significantly.
- Never allow strangers, including delivery persons, into your dorm or your room. All food deliveries should be placed outside the main door. These areas are well-lit and most have cameras.
- Close doors securely when entering and exiting buildings; do not hold the door for someone if you are not sure that they are authorized to enter that space. We all have a tendency to be courteous and want to allow the following person access to a building or office. This can cause a physical security breach. Be sure to always pull doors closed behind you and direct someone who is lost to Campus Safety. Note: Contractors and vendors who are approved to be on campus should be wearing visitor badges issued by Campus Safety. Contractors in dorms and dorm apartments are typically escorted by a member of campus.
- 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.
- Exterior emergency telephones located on campus provide direct communication to local police, fire and ambulance services. Our campus safety personnel operate at all hours. Report all suspicious persons and activities immediately to Campus Safety at 603-777-4444.
- Use seat belts in vehicles. Students must use seat belts whenever they ride in Academy-owned vehicles or the personal vehicles of faculty/staff members.

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. 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.

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.

Guidelines on Student Research

The Academy supports student research as an important form of rigorous, scholarly inquiry. Academy-affiliated research includes, but is not limited to, any scholarly inquiry that requires at least one of the following: (1) access to existing Academy data, (2) direct interaction with Academy constituents (e.g., students, employees, alumni, parents), (3) surveys of Academy constituents, (4) use of Academy facilities, (5) Academy funding or sponsorship, or (6) supervision by an Academy employee. In all circumstances, students engaging in Academy-affiliated research are expected to ensure that the conduct of the research, the sources of funding for the research, and its perceived applications are consistent with ethical research practices and all institutional guidelines. To support students as they cultivate their skills as researchers, any student conducting Academy-affiliated research must contact the Academy's director of institutional research as early as possible and prior to accessing or collecting data. The director of institutional research will consider the nature and scope of the research to provide the student with guidelines and support specific to their proposed project.

Acceptable Use Policy for IT

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.

- Report any suspected security incidents or vulnerabilities to itservices@exeter.edu or 603-777-3693.
    - 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.

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, individuals with access to Academy data must:

- Have IT (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.

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)
- The Academy's general counsel (privacy@exeter.edu)

Anonymous, confidential reports may be submitted using EthicsPoint: https://secure.ethicspoint.com/domain/media/en/gui/16039/index.html.

Violations of this policy may result in community conduct action and/or the loss of access to Academy networks or devices.

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.

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 Guidelines

The Academy respects the right of students to use social media networks, personal websites and blogs ("social media"). These guidelines do not seek to limit individual expression, 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. Be 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 (i.e., addresses, birthdates or phone numbers), which can enable identity theft or put yourself and others at risk.
- 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.
- 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.

Media and Photography Policy

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 the Academy, an individual acknowledges this right of the school. 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.

Political Signs

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.

Gambling

Gambling for money or anything of monetary value is prohibited.

Fire Safety

Arson is criminal conduct that the Academy must report to the police and will be a Level Three community conduct case. 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. 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.

The Lamont Health and Wellness Center

The Lamont Health and Wellness Center (LHWC) provides integrated medical, psychological, nutritional, and orthopedic care. The health center is open 24 hours a day, seven days a week, while school is in session. The health center provides ambulatory care and maintains 23 beds for daytime and overnight care. Appointments are not required; students simply check in at the reception area to be evaluated by a member of the medical care team.

Exeter's professional health care staff includes a **board-certified physician** who serves as medical director, **board-certified physician assistants and nurse practitioners** who work closely with the medical director, **registered nurses** who staff the health center at all hours, a **board-certified registered dietitian** who provides nutrition counseling for students and consults on dining hall menus, and **certified/licensed athletic trainers** who specialize in the prevention, recognition, treatment and rehabilitation of injuries incurred by students. Seven **licensed counselors** (M.S.W.s and Ph.Ds.) are available for free and confidential individual therapy, scheduled appointments and consultations. A counselor is on call 24 hours a day while school is in session.

The Academy recognizes that sex and sexuality are important topics during adolescence, and therefore provides related education, counseling and support services. The LHWC services include care for sexually transmitted diseases and contraception (see Confidentiality, this section).

LHWC staff also support faculty in their work with students, and they communicate with families on student health issues. When outside referrals are needed (e.g., dentist or orthodontist), staff providers will work with families to make a referral or to provide information for local specialists.

A student who is not well enough to attend class or other Academy appointments is encouraged to rest at the health center 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 on-site providers or facilitate a referral to specialty services in the local community. Parents of day students who are unwell must contact the health center to have their student excused from classes and other required Academy appointments.

The team at the health center depends on parents/guardians to provide up-to-date information on 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 LHWC to update this information at healthservices@exeter.edu.

Contact

Medical/Administrative Team:
Telephone: 603-777-3420
Fax: 603-777-4391
Email: healthservices@exeter.edu

Counseling and Psychological Services (CAPS):
Telephone: 603-777-3420
Fax: 603-777-4391
Email: AskACounselor@exeter.edu

Athletic Trainers:
Telephone: 603-777-3491
Fax: 603-777-4203
Email: AthleticTraining@exeter.edu

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 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 Lamont 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.

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 Lamont Health and Wellness Center or any member of our professional staff by email or telephone. Two board-certified, adolescent psychiatric providers are available weekly for student appointments. External referrals are also made when appropriate for specialized care, psychiatric evaluation or to other off-campus clinicians.

Academy Student Assistance Program (ASAP)

For a full description of the Academy Student Assistance Program, including referrals, confidentiality, non-disciplinary responses, and substance-use support, please refer to the **Student Substance Use/Possession** section below.

Prescription Medications and Other Pharmaceutical Products

The Academy prioritizes student and community safety when it comes to medication management. The LHWC must be notified of any prescription medications being stored or used on campus. The LHWC stores and dispenses most of the prescription medications on campus.

Students may keep certain prescriptions in their dorm room and self-administer. A complete list of student medications that must be stored and dispensed at the LHWC can be found here.

The Academy requires that certain higher-risk medications be stored and dispensed from the LHWC. Medications included in this program include psychotropic and stimulant medications, muscle relaxants, opioids, benzodiazepines, and certain migraine medications. Additional medications may be included in this program at the discretion of the medical director. These medications are stored at the LHWC and dispensed to students in daily doses to enhance medication compliance, maintain student safety, and ensure regulatory compliance.

Students may keep over-the-counter (OTC) medications, vitamins, and supplements in their dorm room and self-administer, in accordance with the guidelines and limitations outlined below.

In order to provide the best medical care for students, families should share with the LHWC all other pharmaceutical products used or stored on campus (for example, OTC medications, vitamins, and supplements); students should not store pharmaceutical products beyond a reasonable amount (for example, in excess of the amount needed for a single term). The Academy reserves the right to prohibit a student about whom they have concerns from keeping a pharmaceutical product (prescription or OTC medication, vitamin or supplement) in their room and self-administering. Please note that students are assumed to be responsible for taking their medications as prescribed. Students are prohibited from transferring, delivering or receiving any pharmaceutical product to or from another student.

Pharmaceutical products that have expired or are no longer prescribed by a health care professional for use must be turned in to the LHWC for disposal or storage. No products should be disposed of in trash receptacles. Medications stored at the LHWC must be picked up by the student, parent or guardian prior to departing campus for an end of term, midwinter or summer break. Any medication left in the LHWC will be disposed of in accordance with LHWC policies.

Any parent/guardian with concerns about their child's ability to comply with medication usage should contact the LHWC directly.

Allergy Shots

If a student is on a maintenance plan for their allergy injections, the LHWC can administer the allergy injections for the student. Students must bring any serum to the LHWC 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 LHWC for review prior to arrival to campus (healthservices@exeter.edu). Students should plan to schedule a nurse-visit appointment with the LHWC to receive their injections.

Immunizations

Phillips Exeter Academy follows the New Hampshire School Immunization Requirements (Department of Health and Human Services, Division of Public Health Services, Bureau of Infectious Disease Control, Immunization Program). Students must have proof of all required immunizations, documentation of immunity, or valid exemptions to be admitted or enrolled in any school in New Hampshire. Documentation of immunity by confirmatory laboratory test is acceptable for measles, mumps, rubella, varicella, and hepatitis B. If a student requires a medical exemption from immunization, contact the LHWC at healthservices@exeter.edu. The LHWC can provide, if necessary, any immunizations that are required by the State of New Hampshire.

The Academy strongly recommends every student and staff member get the annual influenza vaccine. The LHWC will arrange for annual flu vaccine clinics and will cover the cost of any flu shots not covered by health insurance. If a student receives the influenza vaccine off campus, parents/guardians must provide documentation of this to the LHWC. Any student who will not get their annual flu shot must submit annual written confirmation from their parent/guardian confirming their intent to defer influenza vaccination for the school year. Written requests for student influenza vaccine deferral may be sent to: healthservices@exeter.edu.

COVID-19 has transitioned to an endemic disease. The Academy's vaccine policies will continue to evolve alongside current research. The Academy currently recommends all students and staff remain up-to-date with their COVID-19 vaccines, according to current CDC guidelines. Any student who is not up-to-date with their COVID-19 vaccines must submit annual written confirmation from their parent/guardian confirming their intent to defer COVID-19 vaccination for the school year. Written requests for student COVID-19 vaccine deferral may be sent to: healthservices@exeter.edu.

The meningococcal vaccine is not required for school entry in New Hampshire. However, as a boarding school where students live in close proximity to one another, the Academy strongly encourages all students to have received one dose of meningococcal vaccine.

Athletic Trainers/Sports Injuries

The Athletic Training Center in Love Gymnasium functions as an extension of the Lamont Health and Wellness Center. Certified/licensed athletic trainers work under the direction of the medical director to provide services for the prevention, evaluation, treatment and rehabilitation of orthopedic and sports-related injuries. When injuries occur, the athletic trainers act as case managers, consulting with the medical staff. Students may be referred for supplemental services to contracted sports medicine orthopedists (Atlantic Orthopedics and Sports Medicine) and

physical therapists (Pinnacle Physical Therapy and Exeter Sport and Spine). The athletic training staff supervises off-campus appointments with specialists.

Nutrition

Our board-certified, registered dietician provides nutrition education and counseling for students individually and in groups. Students can schedule appointments to discuss specific medical conditions and other food/nutrition-related issues. The dietician serves as a consultant to dining services and is available to help students navigate the nutrition and allergy-related dining hall issues. With board certification in sports nutrition, the dietician also supports the Academy's athletic teams and individual athletes.

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 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 Substance Use/ Possession

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). 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.

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.

CBD Products

Cannabidiol, commonly known as CBD, is a cannabinoid. Commercially available CBD products are not reliably regulated and have not been established as safe or effective for routine use in pediatric or adolescent populations. Except for FDA-approved prescription cannabinoid medications that are disclosed to and managed through the Lamont Health and Wellness Center, students may not purchase, possess, use, distribute, or receive CBD products or other cannabinoid products on campus.

Seeking Help and the Non-Disciplinary Response

Students who are concerned about themselves or a fellow student are encouraged to seek advice and support from adults on campus they trust and respect. Adults on campus 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.

Unless there is already an investigation underway or an adult suspects a rule violation, a student may request a non-disciplinary response (NDR) to freely seek guidance from an adult. A student may disclose a past or current violation of a school rule, including the use of alcohol and other prohibited substances, during such a discussion, and no Academy community conduct consequences will result from that conversation.

“Non-disciplinary” does not mean “without consequences.” For example, disclosures about alcohol and other prohibited substance use often result in a referral to the Academy Student Assistance Program (ASAP). ASAP referrals are made only by 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 above. Students with questions about possible consequences following a non-disciplinary response can contact the dean on duty or the counselor on call anonymously.

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 New Hampshire State and Mandatory Reporting Laws), 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.

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 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 LHWC). 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.

Academy Student Assistance Program (ASAP)

The non-disciplinary Academy Student Assistance Program (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 substance use concerns. ASAP services include psychotherapy; health education; psychoeducational groups; support groups; diagnostic assessments; random drug testing; consultations for students, parents/guardians, and faculty/staff; and referral to appropriate professional services on and off campus. Therapeutic requirements of students referred to the ASAP program will include: individual mental health and substance use counseling by a licensed clinician; individual education sessions with a health educator; and/or participation in an eight-week psychoeducational substance use group (STRONG — Students Taking Responsibility Over Negative Gains).

When a dean refers a student to the 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. 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. As the referring body to the program, the Dean of Students Office will be made aware of an ASAP student's general participation and attendance, but specific clinical information will not be shared.

STRONG: **S**TUDENTS **T**AKING **R**ESPONSIBILITY **O**VER **N**EGATIVE **G**AINS

STRONG is an eight-week psychoeducational curriculum that focuses on substance use education and prevention. These student groups are taught in didactic form and are co-facilitated by a CAPS counselor and Health Educator. STRONG is one of the therapeutic offerings that may be required of students who are referred to the ASAP program by the Dean of Students Office involving a substance use concern. Individuals and groups of students who are referred to the ASAP program may participate in STRONG together. This is especially likely for students who are referred to ASAP in connection with the same NDR request or the same CCC case. Each student referred to STRONG will be evaluated for their readiness to participate in a psychoeducational group with other students. This evaluative process will take place individually and confidentially with a CAPS counselor, prior to enrollment into STRONG. Any student who

is not deemed therapeutically ready to learn within a group setting will be provided with individual counseling and individual health education instead. In all other cases involving a substance use concern, the student, when applicable, will be enrolled in STRONG for their ASAP requirement. STRONG sessions are not considered group therapy, but rather an educational group setting that explores the dangers of substance use similarly to a health education class.

Faculty, staff, students and family members may seek confidential consultation or make inquiries about available services by contacting ASAP coordinator Marco Thompson (603-777-3527; mathompson@exeter.edu) or any member of the Counseling and Psychological Services Department.

ASAP REFERRALS

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 medical conditions, substance use, 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 of Students 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 of Students Office will use this authority in the following circumstances:

1) When an intoxicated student, either accompanied or unaccompanied, seeks help at the Lamont Health and Wellness Center. Parents/guardians and the student's adviser will be contacted by a nurse, medical provider, 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 have a significant medical concern or is engaged in substance use/misuse. 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 of Students 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 action 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 referral process. Parents/guardians and advisers will be contacted.

Health Services, after consultation with the student and the Dean of Students 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 significant 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 of Students 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 Dean of Students 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 content with the Committee. The ASAP will not protect a student from any community conduct consequences that may arise from the 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 to seek help as soon as possible, while providing concerned adults with options for responding to students who are in need of extra support.

NON-ASAP REFERRALS OR SELF-INITIATED COUNSELING

When students who are not under the influence of alcohol or other prohibited substances go to the Lamont Health and Wellness Center on their own initiative to discuss health concerns — including substance use — counseling is offered and encouraged. Further steps might be recommended after confidential consultation with a student, but no action is required. More information about confidentiality can be found in the Lamont Health and Wellness Center section.

Drug-Testing Policy

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 Lamont Health and Wellness Center or at a hospital or other medical facility.
- 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 a student's health service fee. If second stage confirmation testing is needed due to inconclusive testing, testing for additional substances, testing for synthetic substances, or testing for substances not otherwise captured at the point of care, the second stage of testing may be billed to the student's parents/guardians. 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 student's referral to the Academy Student Assistance Program (ASAP), test results never result in community conduct action. A positive test (e.g., drugs detected) will 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.
- In the case when periodic drug testing (PDT) is required as part of a dean of student's referral to the Academy Student Assistance Program (ASAP), 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 a suspected rules violation in progress, the results may also be shared with the Community Conduct Committee.
- In the case when periodic drug testing (PDT) is part of a voluntary ASAP referral, the results will also be shared with the student's clinician(s) and/or health educator. Parents will be notified if safety or chronicity exceeds the level of therapeutic care that is provided on campus.

- 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. Unanticipated positive drug tests will automatically result in a room search, unless otherwise deemed not clinically necessary or not required, at the discretion of the Dean of Students Office, the ASAP Coordinator or the Lamont Health and Wellness Center. 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). Lamont Health and Wellness Center staff can provide treatment, education, and counseling and can arrange for referrals to off-campus clinicians.

Community Conduct

Community Conduct System

The goals of the Community Conduct System are to clarify and reinforce community values, support a safe school environment, educate students who break the rules, and treat them fairly when they do. Students are asked to account for their choices, and consider how they might learn from the experience, make amends, and reestablish trust. Parents and guardians are asked to support their child, but they do not have a formal role in the community conduct system.

A distinctive feature of the Academy's process is the broad participation of the faculty in the operations of the community conduct system. The majority of cases are decided by a faculty committee of nine, which is supplemented by four non-voting student members for Level Two and Level Three cases. Community conduct cases are categorized as Level One, Two, or Three, with ascending severity of possible outcomes, depending on the seriousness of the infraction and/or pattern of behavior. The full faculty is notified of pending Level Two and Level Three cases and invited to submit comments about students who will meet with the committee for cases at those two levels. The full faculty is informed of the outcomes of community conduct cases at every level.

Students should be aware that the outcome of the community conduct process may be a requirement that a student withdraw from the Academy. In addition, students should be aware that the principal may require a student to withdraw.

Students should also 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).

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 or harassing other students.
2) Sexual misconduct.
3) Dishonest acts of any kind, including academic dishonesty. (See Honesty and Academic Honesty.)
4) The purchase, possession, use or distribution of:
    a. Any drug or controlled substance, including marijuana and any natural, synthetic, semi-synthetic, or hemp-derived cannabinoid product or compound in any form. This includes, but is not limited to, THC products, CBD products, cannabinoid vapes, edibles, gummies, oils, tinctures, concentrates, delta-8, delta-9, delta-10, HHC, THC-O, K2/Spice, and similar products or derivatives.
    b. Any prescription pharmaceutical in a manner not consistent with the instructions of the prescribing physician.
    c. Legal over-the-counter pharmaceuticals, 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, or beyond a reasonable amount (for example, in excess of the amount needed for a single term).
    e. Prescription or over-the-counter pharmaceuticals that are required to be stored at the LHWC.
    f. 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 check-in 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;
    - Conduct injurious or dangerous to the student, to the Academy or to others.
- Students who choose to remain present when alcohol or drug rules, 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 (see NDR in Substance Use/Possession section) 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 behavior, including the possibility of 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 against 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 Process and not covered by the exceptions listed below (off-campus programs, misconduct review, and CCC processes around major school breaks), the process is as follows: The dean of community life or designee will require the reporting faculty/staff member and the student to prepare a factual statement, that is, a written narrative of what occurred. 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 are part of the materials considered by the dean and the committee in handling the case. A student must provide a factual statement and cooperate in the community conduct process; failure to do so may be cause in itself for community conduct action. After investigating the case and in consultation with the chair of the Community Conduct Committee (and, in academic dishonesty cases, the dean of academic affairs or designee), 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 transcript will temporarily read "withdrawn pending discipline" as 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 decision yields a response short of requirement to withdraw, 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. 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 (and, in academic dishonesty cases, the dean of academic affairs or designee), 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, a Level One case may be brought to the Community Conduct Committee, which meets without its student members for Level One cases. 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 stated rule violation corresponds with the infraction and if the Level is appropriate. If so, the committee decides on the most appropriate action. In the event of a tie vote, the chair votes to break the tie. If the committee decides that the stated rule violation does not correspond with the infraction, or the Level is not appropriate, 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, or 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.

PROCEDURE FOR LEVEL TWO ACADEMIC DISHONESTY CASES

- If the case is uncomplicated, the student will meet with the dean, who will utilize a process similar to the CCC, then recommend a formal conduct response to the dean of academic affairs and the chair of the CCC or their designees. The two deans and the CCC chair will make the final decision on the conduct response. (See Community Conduct Committee Responses).
- If the case is complicated, the student will meet with the Community Conduct Committee, as described below.
- Any subsequent CCC case for a major academic dishonesty offense (or any other major rule violation) will be a Level Three case.

PROCEDURE FOR ALL OTHER LEVEL TWO AND ALL LEVEL THREE CASES

In all other 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 of Students Office formulates in writing the specific rule violation(s) 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 eight faculty members and four non-voting student members of the committee.

For Level Two and Level Three cases, the student may have another student and/or an adult who is an Academy employee (not a family member) 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) 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 and adviser share their perspectives with the committee, then leave the meeting room and wait outside. (If the student friend reads a prepared statement, it 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 have read the comments submitted by members of the faculty, which are considered during the committee's discussion. After hearing the case, the committee determines whether the stated rule violation(s) and Level are accurate and appropriate. If the committee changes the rule violation(s) formulated by the Dean of Students Office, the student shall be informed and given an opportunity to respond to the new rule violation(s). If the committee changes the Level, the student shall be informed and the case will be heard again at the new Level as soon as practicable.

If the stated rule violation is deemed accurate and the Level remains unchanged, the eight voting members of the committee then decide on the most appropriate community conduct action. Student members are present for and participants in the discussion of the case but excused during periods when voting occurs. 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). If 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 inform the student of the approved motion and the rationale for the committee's decision.

Community Conduct Responses

The following responses are available to the Community Conduct Committee (or the dean and the chair of the committee when acting on behalf of the committee for Level One cases):

Level One: Dean's Warning, Restrictions, or Restrictions with Review.

Level Two: Dean's Warning, Restrictions, Restrictions with Review, or Community Restoration.

Level Three: Dean's Warning, Restrictions, Restrictions with Review, Community Restoration, Probation, or Requirement to Withdraw.

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 of Students 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 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 demonstrate their commitment 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 of Students 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 to 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.

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 rule violation 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 calendar 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 four years after graduation (if a college asks about discipline). The Academy may, at its sole discretion, also communicate with any college regarding the circumstances surrounding any change in status.

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 rule violation 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. All transcript requests will be accompanied by the written statement describing the rule violation for four years after graduation. 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.

Community Conduct Process Around Major School Breaks

During the three major school breaks (Thanksgiving break, winter break, spring break) and the summer break, the dean of students may convene a smaller group to process Level Two and Three cases. This provision addresses the difficulty of convening the full CCC during breaks and avoids having a student wait until school is back in session to learn the outcome of their case. This smaller group will likely include the dean of community life, the faculty chair of the Community Conduct Committee, the dean of academic affairs and two faculty members of the Community Conduct Committee. This committee will read the student's factual statement and optional personal statement, as well as a written statement from the adviser and dorm head (or alternate dorm faculty member if the dorm head is the adviser). If the student wishes to solicit written statements from a faculty friend and/or student friend, and they are submitted by the time the committee convenes, these will be considered as well. Potential outcomes of cases decided in this way will be the same as outlined above.

Community Conduct Process 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.

Misconduct Review Board

Responses to allegations of sexual misconduct or other conduct matters that the school deems highly sensitive 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.

Honesty

One of the 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.

Bullying, Hazing and Harassment

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, the director of student well-being, Campus Safety or directly to the police. Any reports received by the dean of students or the director of student well-being 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.

Any bullying, hazing or harassment conduct that constitutes child abuse and/or a violation of New Hampshire's Safe School Zones Act (see New Hampshire State and Mandatory Reporting Laws) 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.

Sexual Intimacy

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 decision making 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. (See New Hampshire State and Mandatory Reporting Laws). 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 on the following page).

We expect that all students will understand and abide by the Affirmative Consent Policy, which can be found in the following section. 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 in the next section). Of course, any student in an emergency should immediately dial 911.

Sexual Misconduct Policy

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. 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.

For a detailed description of the Academy's commitment to and process for addressing allegations of sexual misconduct, see *The Academy's Commitment to Addressing 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

Responses to a report of sexual misconduct by a student (including students 18 years old or older), when that misconduct took place on campus or in connection with an Academy-sponsored program or event, 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. 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.

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.**

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

Claimant: The claimant is the individual who has alleged that they experienced 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.

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

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. 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, please see the section about the Academy's non-disciplinary response.

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.

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. 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.

Retaliation

Retaliation for reporting any misconduct or for participating in an investigation resulting from a report of misconduct is prohibited. The Academy will not retaliate against any student or employee for reporting misconduct or participating in an investigation. Any student engaging in retaliation against a claimant, a respondent, 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 incident or 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.

Adult Sexual 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). 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).

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 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

108 High Street Exeter, NH 03833

603-772-9315

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

EXETER POLICE DEPARTMENT (EPD)

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.

NEW HAMPSHIRE DIVISION FOR CHILDREN, YOUTH AND FAMILIES (DCYF)

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.

New Hampshire State and Mandatory Reporting Laws

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. 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. 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 ate 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.

Unlawful Discrimination

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 or 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 following section). The Academy’s Sexual Misconduct Policy (see previous section) 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 and/or 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;
- 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.

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 of Students 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).

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 of Students 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).

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. If sexual misconduct is involved, the Academy's Sexual Misconduct Policy applies.

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 Substance Use/Possession, Seeking Help) to community conduct response up to and including Requirement to Withdraw (see Community Conduct). Student violations of this policy will be handled in accordance with the community conduct system (see Community Conduct).
- 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 Community Guidelines and Expectations). 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.

Emergency Response Procedures

As a community, we plan for how to respond during an emergency situation such as a building fire, campus evacuation or lockdown. We practice using drills and training exercises, and the Academy's Incident Response Team (IRT) regularly reviews and adjusts the plans as deemed necessary. Emergency communications include email alerts, text messaging, and an exterior campus notification system. All dormitories hold five fire drills throughout the school year.

Campus Safety personnel schedule the drills with input from dorm heads. Two of the five drills must take place while students are asleep.

Evacuation

In a “Level 1” emergency, when an entire dormitory must be evacuated, students will be relocated for a short-term stay on campus. In the event of a Level 2 or 3 emergency, the IRT will direct the school’s response based 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.

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 Readers on buildings may be disabled. If the card readers allow entry, enter that building immediately and take shelter. If the card reader does not allow entry, leave campus immediately.

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 campus 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, and card readers are inoperable, do not check other doors or wait outside a building in an attempt to gain access. You should immediately leave campus, go to a safe location (police and fire complex) and monitor text messages for incident updates.

Do not leave a secured locked down area until you receive an "All Clear" Exeter Alert notification.

Shelter in Place

Shelter in place is a safety procedure where individuals seek immediate refuge inside a building or structure during an emergency, rather than evacuating. This action is typically taken when there's a threat from hazardous materials or other dangerous situations that make it safer to stay inside than to go outdoors. According to FEMA, sheltering in place is a primary protective action in many situations, as staying in place can be safer than attempting to evacuate.

Parent/Guardian Policies and Expectations

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.

Tuition

Note: 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 *my*Exeter [https://exeter.myschoolapp.com/app] 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, dismissal or medical leave 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 within *my*Exeter as well as in the student's Enrollment Contract.

Please contact the billing office (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 with any questions.

Description of Student Accounts

Tuition, financial aid, term programs, mandatory and optional fees such as private music lessons are billed on the student's billing account.

Please note that 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 Lamont 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.

Phillips Exeter Academy, in partnership with Blackbaud Tuition Management, 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 Tuition and Payments post on the *my*Exeter Resource Board for additional information.

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.

Memorandum of Understanding with Exeter Police Department

MEMORANDUM OF UNDERSTANDING

This agreement is dated this 21st day of July 2026 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.

Jennifer Elliott
Principal
Phillips Exeter Academy

Josh McCain
Chief of Police
Exeter, NH

PHILLIPS EXETER ACADEMY

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