

THE E BOOK

2018-2019

PHILLIPS
EXETER
ACADEMY



THE E BOOK

This book is a guide that sets the standard for what is expected of you as an Exonian. You will find in these pages information about Academy life, rules and policies. Please take the time to read this handbook carefully. You will find yourself referring to it when you have questions about issues ranging from the out-of-town procedure to the discipline system to laundry services.

The rules and policies of Phillips Exeter Academy are set by the Trustees, faculty and administration, and may be revised during the school year. If changes occur during the school year, the Academy will notify students and their families. All students are expected to follow the most recent rules and policies. Procedures outlined in this book apply under normal circumstances. On occasion, however, a situation may require an immediate, nonstandard response. In such circumstances, the Academy reserves the right to take actions deemed to be in the best interest of the Academy, its faculty and its students. This document as written does not limit the authority of the Academy to alter its rules and procedures to accommodate any unusual or changed circumstances.

If you have any questions about the contents of this book or anything else about life at Phillips Exeter Academy, please feel free to ask. Your teachers, your dorm proctors, Student Listeners, and members of the Dean of Students Office all are here to help you.

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2018 by the Trustees of Phillips Exeter Academy

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.

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STUDENT LIFE

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

ADVISING

The Trustees of the Academy delegate to the faculty the responsibility for academic policies and procedures and for discipline. The dean of students is in charge of the administration of faculty policy in all matters concerning student life, including discipline. All faculty members accept the responsibility to advise students and to guide their conduct at any time or in any place while they are under the authority of the Academy. The students, in turn, through their representatives, participate in the shaping of disciplinary policy by helping the faculty to define the essential regulations and to enforce them.

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

ACADEMICS

COURSE SELECTION. Returning students at the Academy confer with their advisers before choosing programs of study for the subsequent year. Interim advisers and the dean of studies and academic affairs assist new students in their course selections for the upcoming year. After students have selected a program of study, their families are notified of the selections.

The number of students in any course may be limited; any announced course for which the enrollment or staffing is deemed insufficient may be canceled. In choosing their courses, students should refer to the Courses of Instruction catalog for the coming year, which is distributed at the time of course selection and available online. Students take five academic courses each term. Some students take additional partial-credit courses in Health and Human Development and Music. Careful thought should be given to the choice of courses for all three terms.

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

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

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

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

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.

SCHOLASTIC ACTION. The faculty expects students to focus attention on the academic program and work to their potential. When a student falls short of these standards, the Academic Advising Committee meets to make a recommendation for academic action. The recommendation, once voted on at the faculty meeting, becomes the action of the faculty and results in scholastic action: a formal expression of the school's concern to both students and parents. Scholastic action is not punitive. Rather, it alerts students, parents and advisers to the seriousness of the student's difficulties. It is hoped that this official warning will encourage students experiencing academic difficulty to improve their study habits or seek help from available sources on campus. There are four levels of scholastic action:

Scholastic Warning is usually the first stage of formal action. Often the attention paid at that level is sufficient for students to turn their record around.

Scholastic Probation generally follows Scholastic Warning when the level of academic concern has not been addressed or met by the student and/or the situation has significantly worsened. This level of scholastic action indicates that the student's position at the Academy may be in jeopardy.

Advice to Consider Withdrawing typically comes when all avenues of reasonable academic support have been pursued but with little evidence of satisfactory progress.

Requirement to Withdraw occurs when a student's academic performance does not match the academic demands of the institution, when there is a generally unsatisfactory academic record, when there is a continued willful neglect of work, or when there is no likelihood that the student will be able to meet the graduation requirements.

GUIDELINES FOR HOMEWORK AND MAJOR ASSESSMENTS

- Courses that use the reserve format and meet in the 5-4-5-4 pattern should require no more than 50 minutes of homework per class meeting. Courses that do not use the reserve format and meet in the 4-3-4-3 pattern should require no more than 75 minutes of homework per class meeting
- The date and topic of tests; the final due date and prompt of papers; and the date of and complete instructions for presentations, performances and contests must be announced 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.
- A homework assignment should be given, at the latest, during the last class before the assignment is due. If it is absolutely necessary for an assignment to be given later, it must be given to the students by 6:30 p.m. that day.
- Students who have more than two major assessments due on the same day may make arrangements with teachers to reschedule one of them. The request must be made at least three days prior to the due date. If a resolution cannot be reached, the adviser or the director of studies should be consulted.
- Major assessments must be completed or due within the limits of the class format. 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.
- 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.
- With the exception of students with accommodations, testing must be done within the limits of the class format. For example, classes cannot start before 8 a.m. or extend beyond 6 p.m. or into lunch, universal free period, Meditation, etc.

DISABILITY SUPPORT RESOURCES

Individuals with disabilities who are otherwise qualified for admission to Phillips Exeter Academy are guaranteed certain protections and rights to equal access to programs and services under the Americans with Disabilities Act (ADA). In order to access these rights, a student must present documentation indicating that the disability substantially limits some major life activity, including learning. The documentation guidelines that the Academy uses are consistent with those posted on the ETS website, www.collegeboard.org, under Disabilities and Health-Related Needs. Students who present the Academy with appropriate documentation will be granted those requested accommodations that are supported by the documentation and considered reasonable in this educational setting. Students should submit documentation by July 1 to the learning specialist in the Dean of Students Office in order to receive accommodations at the start of the fall term. Students who are diagnosed with a disability during the school year should provide the above-mentioned documentation when available in order to arrange for accommodations midyear.

For information on the Academy Tutoring Policy, see page 68.

ATTENDANCE

STATEMENT OF POLICY

1. Students are expected to meet their appointments punctually. Required appointments are classes, assembly, sports, music lessons, meetings with the scheduler, certain meetings with the dean of students, and accurately following any aspect of the out-of-town process. Students who miss an appointment receive an unexcused absence and risk disciplinary action. Students must correct with the Dean's Office any errors in reported unexcused absences within one week of being notified by the Dean's Office.
2. Teachers must report all absences to the Dean's Office within one week of the absence. 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 perform their regular school duties must report within five minutes of the beginning of the class to Health Services, which alone can give excuses from school appointments.
4. Students anticipating a conflict with any scheduled appointment should see their adviser and then consult with a dean regarding the petition process.
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.

MINIMUM ATTENDANCE POLICY

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

1. In such instances, the student will be notified of the pending decision and may submit a statement for the committee to consider.

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

THE PURPOSE OF THE ATTENDANCE COMMITTEE IS:

1. To hear petitions from students as a last court of appeal on whether a particular unexcused absence counts, and;
2. To interview students with excessive unexcused absences and then to determine an appropriate disciplinary consequence. All levels of disciplinary response for unexcused absences short of Probation are levied by the Attendance Committee. Reviews are also administered by the Attendance Committee. The Attendance Committee may recommend Probation to the Discipline Committee.

ATTENDANCE COMMITTEE PROCEDURES

1. Students receiving four unexcused absences within a term will be placed on Disciplinary Restrictions for two weeks (see Restrictions, page 8).
2. The second consecutive term of Disciplinary Restrictions for absences will result in Disciplinary Restrictions for three weeks.
3. With the third consecutive occasion of attendance difficulty, the student is required to meet with the Attendance Committee. The possible consequences at this level typically range from three weeks of Restrictions to a recommendation to the Discipline Committee for Probation.

4. The Attendance Committee will consider further disciplinary action for students who have been placed on Disciplinary Restrictions for absences on five separate occasions. An appearance before the Attendance Committee is required.
5. Five or more absences within a term will result in Attendance Committee consideration with possible further disciplinary action. An appearance before the Attendance Committee is required.
6. Students who have been referred to the Discipline Committee for Attendance must appear before the committee with their adviser. The committee will hear the student's factual statement, teacher comments and the recommendation from the Attendance Committee. After talking with the student, the committee will hear the adviser's recommendation. Requirement to Withdraw is not a disciplinary option at this point.
7. After a student has been on disciplinary Probation for unexcused absences and continues to accumulate excessive unexcused absences, the student may appear before the Discipline Committee with the possibility of a Requirement to Withdraw decision.
8. Absence from an appointment on the last day before a weekend or vacation period may result in disciplinary action.

ATTENDANCE COMMITTEE COMPOSITION, FUNCTION AND JURISDICTION

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

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

CLASS SCHEDULES

1. Students may not be excused by any teacher for nonacademic purposes from any part of a scheduled class or required appointment. Students are obligated to attend all classes and other required appointments, unless they are in the health center or have submitted a petition to miss classes and have been approved by the Dean of Students Office (see Petitioning, page 34).
2. An instructor may not excuse an individual student for nonacademic purposes from any part of a scheduled class. On days before vacations and holidays, and at the end of a term, instructors may not omit classes or make changes in regular class hours. An instructor may not change class meeting times without faculty permission through the head of the department.
3. To view the daily schedule and related information for the current term, please go to ExeterConnect> Calendars and Schedules>Daily Schedule 2018-19 or the Weekly Daily Schedule on the Exeter website at www.exeter.edu/dailyschedule2018-19.

DRESS CODE

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

This attire is defined as follows:

- Dress Shirt*
- Sweater
- Turtleneck
- Dress
- Ethnic or religious attire

**Dress Shirt is defined as a blouse, polo or collared shirt.*

General Guidelines:

- All hemlines must be at least fingertip length.
- All clothing must be clean and in good repair (not torn, frayed or cut off).
- No hats, athletic wear (e.g., leggings worn as pants, mesh shorts, sweatshirts, T-shirts), strapless tops or tops with straps less than two inches wide, or apparel that reveals the midriff, buttocks or chest.

THE DISCIPLINE SYSTEM

The primary goals of the Academy in its discipline system are to educate students and to treat them as fairly as possible when rules are broken. The Academy is a private school and, as such, its discipline system may differ from public school or official government processes. For example, the discipline system is not intended to be a “trial” as contemplated by a court system, and formal rules of evidence do not apply. A cornerstone of the Academy’s process is that the faculty, not the administration, has the final authority in the operations of the discipline system. This authority is delegated to a faculty committee, which is supplemented by four nonvoting student members when considering major cases. Students should be aware that some violations of school rules also constitute violations of state and federal laws, and under such circumstances, the Academy will meet its reporting requirements to authorities. (See New Hampshire Laws and Mandatory Reporting Laws, pages 12-13.)

EXCEPTIONS

Off-Campus Programs: The authority has been delegated to the resident director of such programs. (See Discipline in Off-Campus Programs, page 9.)

Principal’s Discretion: In cases involving harm to others, including, for example, sexual misconduct or potential threats to the community, and in cases where law enforcement or other government agencies may conduct an official investigation, the principal reserves the right to remove the case from the Discipline Committee process at any stage. In such cases, the principal, in consultation with the dean of students, and, in cases of sexual misconduct, the director of student well-being, has the discretion to determine the facts, or appoint an investigator to do so, and decide whether and to what extent any discipline or other action is necessary and appropriate. During any disciplinary process (whether handled by the principal or by the Discipline Committee), the principal has the power to change a student’s status by placing the student on Probation

or leave, or requiring withdrawal from the Academy. The principal also may withhold a student's diploma. Depending on the outcome of the disciplinary process, a diploma may not be awarded.

MAJOR OFFENSES

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

1. Bullying, hazing and harassing other students (see Definitions, page 10-11).
2. Sexual misconduct.
3. Dishonest acts of any kind, including academic dishonesty.
4. The purchase, possession, use or distribution of:
 - a. Any illicit or illegal drug, including marijuana.
 - b. Any prescription drug in a manner not consistent with the instructions of the prescribing physician.
 - c. Legal over-the-counter drugs, or "homemade" preparations or remedies, for purposes other than legitimate medical treatment.
 - d. Prescription or over-the-counter pharmaceuticals in a form that would not normally be purchased. 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 without permission.
6. Absence from the dorm without permission after reporting hours at night.
7. Purchasing, possessing, drinking or being under the influence of alcoholic beverages, or the possession of empty alcoholic beverage containers.

Students who choose to remain present when alcohol, other drug or hazing rules are being broken may be subject to major disciplinary action. 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; for unsatisfactory conduct; for a generally unsatisfactory record; for failing Probation review; or for conduct injurious or dangerous to the student, to the Academy or to others. Students who approach a faculty member to seek nondisciplinary response (NDR) (discussed on page 14) will not be subject to disciplinary action for having chosen to remain present during a rule violation.

Throughout *The E Book* there are additional references to misconduct that may result in disciplinary action, including Requirement to Withdraw. Each student is responsible for reading *The E Book* and for complying with the Academy's rules and regulations. Failure to be aware of and understand the rules included in *The E Book* is not a defense to disciplinary action.

The Academy expects students who are away from campus to behave as they are required to on campus. The Academy may hold students accountable for their off-campus and online conduct in appropriate ways, including a disciplinary response.

In any case involving direct observation of or material evidence of 1) a major offense or 2) any violation of the rules regarding weapons, explosives or potential or actual harm to others:

1. The adviser or faculty member concerned must report the violation officially to a dean for presentation to the Discipline Committee;
2. A faculty member must both report the violation to the student's adviser and must make any mandated reports required by law.

In all cases to be addressed by the Discipline Committee and not covered by the exceptions listed above (off-campus programs and principal's discretion), the dean will require the reporting faculty member and the student to prepare a written narrative about the case. The student is not obligated to implicate anyone else. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. A student must provide a factual statement and cooperate in the discipline process; failure to do so may be cause for disciplinary action. After investigating the case and consulting with the chair of the Discipline Committee, the Dean's Office decides whether the case warrants disciplinary action and, if so, determines whether it should be considered a regular or a major case.

Once a disciplinary investigation has begun, a student, after consulting with family, may decide to withdraw from school and waive the right to appear before the Discipline Committee. The student's case will still be heard by the Discipline Committee and the student's record will reflect the final decision of the committee.

REGULAR DISCIPLINE CASES

In regular cases, students do not appear before the Discipline Committee. The dean receives the reporting faculty 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,

in consultation with the adviser, may place a student on restrictions without bringing the case to the committee. For other cases at the regular level, the Discipline Committee is composed of nine faculty members: eight voting members and a chair, who votes only in the event of a tie vote. The chair first reads aloud the reporting faculty member's statement, the student's narrative and the adviser's recommendation. The committee then reviews the student's academic and disciplinary record. After hearing the case, the committee determines whether the student has committed the offense as charged. If the student is found to have committed the offense, the committee decides on the most appropriate disciplinary action. If the committee decides that the charge is not accurate, or the offense is too serious for regular action, it may vote to move the case to major discipline.

MAJOR DISCIPLINE CASES

In major cases, where Requirement to Withdraw is a possibility, the student and adviser must appear before the Discipline Committee unless the student waives the right to appear before the committee by withdrawing from the Academy. The Dean's Office formulates in writing the specific charges that will be considered by the Discipline Committee for action, and furnishes the student with a copy. A dean then presents the case to the committee. For major cases, the Discipline Committee is composed of nine faculty members plus four nonvoting student members. The student may have another student or an adult member of the Academy community, or both, appear on his or her behalf. With everyone present before the committee, the chair first presents the student's academic and disciplinary record, and then reads aloud the reporting faculty member's statement and the student's written narrative. The student may present additional evidence and is allowed to hear all pertinent factual information presented to the committee. The student may opt to read to the committee a separate personal statement (distinct from the written narrative referred to above).

After answering questions from the committee, the student then leaves the meeting room and waits outside. In turn, the student's friend(s) and adviser discuss the case with the committee, then leave the meeting room and wait outside. Before leaving, the adviser presents a recommendation for action, which the committee will consider (for boarding students, this recommendation will reflect the views of the dorm faculty and proctors). The chair next reads aloud the written comments submitted by the student's teachers. If the committee changes the charge(s) formulated by the Dean's Office, the student shall be informed and given an opportunity to respond to the new charge(s).

After hearing the case, the committee determines whether the student has committed the offense as charged. If the student is found to have committed the offense, the eight voting members of the committee then decide on the most appropriate disciplinary action. In the process of reaching a decision, the first motion must be for Requirement to Withdraw. When a motion fails, the next motion is for the next lower response. In the event of a tie vote, the motion is immediately reconsidered. If the vote is again tied, the motion fails. After a motion passes, a dean will then immediately inform the student of the approved motion and the rationale for the committee's decision.

DISCIPLINARY ACTION

In regular cases, the Discipline Committee has two responses from which to choose for disciplinary action: Restrictions and Restrictions with Review. In major cases, the committee may choose Restrictions; Restrictions with Review; Probation; or Requirement to Withdraw. Except in cases removed from the Discipline Committee process by the principal or in the case of off-campus programs, no student will be placed on Probation without appearing before the Discipline Committee.

1. *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 Sunday through Friday, 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. The student will not be granted out-of-town permissions, except for the long weekend during fall term. Students may not leave town except for team or other events at which they are representing the school (e.g., Exeter Choral Union or debate).
 - c. The student must petition the deans to leave the dorm after 8 p.m. for anything other than a previously scheduled academic appointment.

For a day student on disciplinary action, these limitations apply:

- a. The student should be home every night, except Saturday, at 8 p.m.
- b. Day students are not permitted to be on the Academy campus on Saturday nights while on disciplinary action.

2. *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 disciplinary action. At the same time, the adviser submits a letter recommending the advisee either pass or fail Review. If the student fails Review, the Discipline Committee will decide either (a) that the case will be moved to major action, or (b) that there be a second Review after an additional three-week period without the limitations of disciplinary Restrictions.

3. *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 disciplinary reasons. It indicates that the student's position in the school is insecure; it also gives the student a period of time to commit to meeting the standards of the Academy and therefore be allowed to remain. The student's behavior will be reviewed by the dean at the midpoint of Probation. As part of this review, the Dean's Office will collect statements from the student's current instructors and adviser. The dean will meet with the student to review progress in meeting the expectations of Probation. The information collected for the midpoint review will be part of the overall assessment of the student at the 12-week review.

At the end of the 12 weeks, the student and adviser will appear before the full Discipline Committee. The student will be expected to 1) reflect upon the behavior that had resulted in Probation and 2) 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 written 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.

If a senior is placed on disciplinary Probation within four weeks of graduation, the Discipline Committee may vote to withhold that student's diploma until after graduation, prohibiting the student from participating in graduation activities and ceremonies, and requiring the student to leave campus directly after the end of spring term classes.

4. *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. A Parent(s) is(are) encouraged to be on campus for any Case for Special Consideration. If a parent is not present, and a boarding student is required to withdraw, the student will remain in the Health Center until the parent 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.

Normally, a student under disciplinary or scholastic action of any kind may represent the school as a member of an Academy organization.

DEAN'S LEAVE

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

DISCIPLINE IN OFF-CAMPUS PROGRAMS

Disciplinary decisions will be made in off-campus programs by the resident director of such programs. In imposing punishment for the violation of any rule, the resident director has broad discretion in determining and imposing appropriate sanctions. Requirement to Withdraw, however, will be imposed by the resident 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 as a full-time student. The dean of students, the Discipline Committee, the faculty, and the student's parents will receive formal notification of any disciplinary decision.

HONESTY

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

ACADEMIC HONESTY

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

Faculty members who suspect cases of academic dishonesty must report their suspicions to their department chair. After their meeting, if the chair or

teacher continues to suspect that academic dishonesty has occurred, the teacher must notify the dean of residential life, who will conduct a disciplinary investigation. The dean of residential life will consult with the chair of the Discipline Committee and the dean of studies and academic affairs to determine whether academic dishonesty has occurred. If it is determined that academic dishonesty has not occurred, no further disciplinary action will be taken. If it is determined that academic dishonesty has occurred, the dean of residential life, the chair of the Discipline Committee and the dean of studies and academic affairs will decide whether a regular or a major discipline case will be heard by the Discipline Committee.

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 disciplinary action.

Although it is impossible to list all such activities, some examples will serve as a guide. Repeated harassment or ridicule, such as the use of an offending nickname, is always inappropriate. Disparaging remarks about racial, sexual, religious, physical or other characteristics are inappropriate, as are some of the activities that take place as part of an unofficial rite of student-to-student initiation. 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, and students must obtain permission from a faculty member before holding a dorm meeting. When in doubt, students should always ask a faculty member for assistance in determining whether a particular activity is permitted.

BULLYING

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

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

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

HAZING

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

HARASSMENT

Harassment refers to unwelcome conduct or behavior that is personally offensive or threatening and that has the effect of impairing morale, interfering with a student's educational performance, or creating an intimidating, hostile or offensive educational environment. Harassment is defined in the Community Conduct and Discrimination Policy (see page 20).

Any bullying, hazing or harassment conduct that constitutes child abuse and/or a violation of New Hampshire's Safe School Zones Act (see page 13) will be reported to the appropriate authorities as required, including the New Hampshire Division of Children, Youth and Families and the police. Please be aware that any person under the age of 18 is considered a "child" under New Hampshire law

ALCOHOL AND DRUGS

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 Laws and Mandatory Reporting Laws, specifically "Controlled Drug Act" (page 12) and "Drug-Free Zone" law (page 13). 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 major disciplinary action

OTHER PROHIBITED ACTIVITIES

GAMBLING

Gambling for money is prohibited.

TOBACCO AND NICOTINE

Because of the health hazard accompanying the use of tobacco and nicotine, the Academy prohibits possession and use of all tobacco products and nicotine delivery systems, including but not limited to e-cigarettes and vaporizers. Students seeking to quit using tobacco or nicotine are allowed to use nicotine patches or gum under the care of a licensed health provider.

FIRE SAFETY, WEAPONS AND FLAMMABLE MATERIALS

Given that the Academy is a residential community, and considering the inherent danger of fire in such a community, the school takes fire safety very seriously.

That concern starts with student behavior, especially in the dormitories. No student in an Academy dormitory or other school building may have an open flame; use matches or a lighter; burn candles of any kind, including birthday candles; light incense; or use any device that produces a flame. (The exception to this policy is the use of open flames in the Science and Art Departments under the supervision of instructors.)

Students who violate the Academy's fire safety rules typically appear before the Discipline Committee with their adviser. The committee will hear the reporting faculty member's written statement and the student's written factual statement. After talking with the student, the committee will hear the adviser's recommendation. Requirement to Withdraw is not a disciplinary option at this point. Some fire safety violations may result in a major discipline case.

- Students are not permitted to use or to have custody of edged weapons, firearms or air guns of any sort, including BB guns.
- Students may not use or have in their possession hot pots, immersion heaters, firecrackers or explosives of any kind.
- Highly flammable materials such as paint removers, lacquers, gasoline and other fuels may not be stored or used in student rooms.
- Students should not tamper with or impede fire safety equipment in dormitories. This includes the discharging of a fire extinguisher for any other purpose than fire suppression, tampering with smoke detectors, or hanging clothing or other items from dorm room sprinklers.

Please see additional prohibited activities regarding Academy technical resources in the Acceptable Use Policy (see page 57).

Be aware that arson and unlawful possession or sale of a firearm or other dangerous weapon is criminal conduct that the Academy must report to the police.

NEW HAMPSHIRE STATE AND MANDATORY REPORTING LAWS

Students of Phillips Exeter Academy 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, will be charged as adults. The following laws noted here are of particular concern to students attending the Academy. Some state laws mandate that law enforcement and/or the Division of Children, Youth and Families (DCYF) be contacted if specified events take place. Violations of such laws may result in Academy disciplinary 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 nondisciplinary 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 of these agencies. We encourage parents to discuss these matters with their children.

New Hampshire reporting laws are a series of laws and statutes that legally obligate educators and employees that work in educational institutions to report instances of child abuse, hazing and other criminal acts of theft, destruction or violence in a Safe School Zone. In New Hampshire, any public or private school is designated a Safe School Zone and is subject to notification rules. In accordance with the Safe School Zones Act, the Academy is also a signatory to a Memorandum of Understanding (MOU) with the Exeter Police Department (see page 77). 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 member 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 of Children, Youth and Families. Any faculty, staff or other person who has reason to suspect that a student or child has been abused or neglected either on campus or elsewhere must report their suspicion promptly to the dean of students and 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.

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.

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 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 can be deemed 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 disciplinary 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 the device over to law enforcement authorities. Any student with questions or concerns about sexting, such as being the unwitting recipient of a sexual image, should speak with the dean of students or another school administrator.

SEXUAL ASSAULT. Sexual assault is defined by the Academy's Sexual Misconduct Policy (see page 17). The Academy is required to notify local law enforcement if a student is sexually assaulted or reports that they have been sexually assaulted. If the child is under 18, a report also must be made to DCYF. The Academy also is required to notify DCYF and/or local law enforcement if a student reports a sexual assault that occurred in the past.

TOBACCO (NH RSA 126-K:6). New Hampshire state law prohibits people under the age of 18 to possess, purchase or use any tobacco products. This law also states that a person under 18 may not misrepresent his or her age for the purpose of purchasing tobacco products.

SEEKING HELP

The Phillips Exeter Academy community encourages students to seek advice from adults. The faculty would like to foster an atmosphere of trust on campus and views student-faculty conversations as vital to that effort. Students should seek guidance from adults whose judgment they trust and respect.

The Academy believes that students and faculty should be guided by their obligation to and respect for other members of the community in seeking the best possible help for themselves and others. Students and faculty should inform themselves fully about this policy and should make certain they understand the options contained in it.

SEEKING HELP IN NONDISCIPLINARY SITUATIONS

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

Note that “nondisciplinary” does not mean “without consequences.” For example, disclosures about alcohol and other drugs are often followed by referrals to the Academy Student Assistance Program. Students with questions about possible consequences following a nondisciplinary response can always contact the Dean of Students Office or Counseling and Psychological Services and request to speak with a dean or counselor anonymously.

In order to help a particular student obtain guidance in a nondisciplinary situation, a faculty member may initiate a conversation about a concern with a student and offer nondisciplinary response. A student thus approached is under no obligation to offer information to the faculty member. This policy is not intended to limit the relationship between proctors and faculty in a dormitory.

DISCIPLINARY SITUATIONS INVOLVING MEDICAL EMERGENCIES OR SUBSTANCE ABUSE

1. In a discipline case, there may be reasons for medical concern about a student who is involved in the disciplinary incident but who was not observed by a faculty member. (The term “faculty member” here is understood to include adults to whom supervision of Academy students has been assigned.) Information obtained from other students may be used to help such a student or students receive medical care. Students who receive such care will be referred to the Academy Student Assistance Program (see page 15 and page 40) without disciplinary consequence, and their parents and advisers will be contacted. Students whose violation of school rules was discovered by a faculty member and who provide information in order to help other students will not be exempt from disciplinary consequences that arise from their own participation in the disciplinary incident.
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 member; Campus Safety) or by contacting any medical professional (e.g., calling 911; going to the Health Center). No disciplinary consequences will result from that conversation, unless a faculty member has already observed or has obtained material evidence of a violation. 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 Academy Student Assistance Program. Parents and advisers will be contacted. *Students should be aware that the law requires notification of state and local authorities in specific cases, including those involving child abuse and neglect, hazing and any violation of the Safe School Zones Act, including, as stated, matters of sexual assault (see page 13), even when the school offers a nondisciplinary response. As a result, students may be subject to a law enforcement or state agency investigation and response in those cases.*

ACADEMY STUDENT ASSISTANCE PROGRAM (ASAP)

UNDERSTANDING NDR AND ASAP

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

Deans, at their discretion, may follow a student's request for an NDR with a referral to the Academy Student Assistance Program (ASAP). ASAP referrals come only from a dean and *only* after careful consideration of available information. Students do not "ASAP" fellow students. However, as noted above, students may request an NDR for themselves or a fellow student.

WHAT ASAP INCLUDES

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

When a dean requires ASAP for a student, the student's adviser, parents and dorm faculty are notified and this is a nondisciplinary 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 on the ASAP.

Students and faculty may seek consultation or make inquiries about available services by contacting the ASAP coordinator, Dr. Christopher Thurber, at the Lamont Health and Wellness Center, 603-777-3528 (see Health and Wellness Services, page 38).

NON-ASAP REFERRALS OR SELF-INITIATED COUNSELING

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

ASAP REFERRALS OR DEAN'S OFFICE REFERRAL

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

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

4. *When a student takes the initiative to seek help for themselves or peers and discloses to a faculty member information about an episode of alcohol or other drug violation currently underway, involving that student or other students.* No disciplinary charge will result from that conversation, unless a faculty member has already observed or has obtained material evidence of a violation. Although seeking help in this way results in a non-disciplinary event, there will be a health response. The faculty member involved in such a conversation must refer the student or students to Health Services for medical care. Follow-up will be determined through the ASAP. Parents and advisers will be contacted.

Health Services, after consultation with the student, the adviser and the Dean's Office, will determine whether a treatment plan is necessary for a student who has been evaluated after a major rules violation or serious misbehavior. If the problem is serious enough to require treatment beyond what the school can provide, a medical leave may be required. In an Academy-based treatment plan, the content of all conversations with a counselor will remain confidential, within the limits of the law. The adviser and the dean will be informed if the student does not comply with the treatment plan or if there is a serious risk to the student or to others.

If a Dean's Office ASAP requirement precedes or follows a discipline case, the fact of this requirement and the student's general progress in meeting it will be made known to the Discipline Committee by the adviser and the Dean's Office. The content of counseling sessions will not be shared with the Discipline Committee without the student's permission. The ASAP will not protect a student from any disciplinary consequences that may arise from subsequent breaking of a school rule.

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

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 interfere with this mission and will not be tolerated. Sexual misconduct includes sexual assault and sexual harassment. The Academy will take appropriate action to prevent and correct behavior by both employees and students who violate this policy. The Academy will also take any necessary disciplinary action against employees and students.

The Academy has a zero-tolerance policy regarding sexually inappropriate touching and/or interaction of any kind between adults (faculty, administrators, staff and other employees) and students, regardless of age, including all forms of sexual activity and sexual harassment. Violators of this policy will be subject to serious penalties, up to and including termination and being barred from campus. Any person who witnesses or has knowledge of a violation of this policy should immediately report it to a dean or to the New Hampshire Division of Children, Youth and Families (DCYF) (see New Hampshire Laws and Mandatory Reporting Laws, pages 12-13).

UNDERSTANDING SEXUAL MISCONDUCT

Sexual misconduct includes sexual assault and sexual harassment.

Sexual assault is *non-consensual* sexual penetration or sexual contact of one person by another. The age of consent in New Hampshire is 16.

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 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 five years older or more.

Affirmative consent is a knowing, voluntary, and mutual decision among all participants to engage in sexual activity. **Consent can only be given by affirmative words, and as long as those words create clear permission regarding willingness to engage in sexual activity.** All parties must give consent in affirmative words to every sexual activity in which the individuals participate. Silence or lack of resistance, in and of itself, does not demonstrate consent. The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity, or gender expression.

It is important not to make assumptions about consent:

- Do not rely on nonverbal communication, as it can lead to misunderstandings.
- If there is confusion or uncertainty about whether a participant is consenting to sexual activity, stop and clarify verbally the person's willingness to continue.
- Consent may be initially given but withdrawn at any time.
- 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.

- 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 involuntarily restrained, or if an individual otherwise cannot consent. Someone who is under the influence of alcohol, drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.
- According to New Hampshire law, anyone under the age of 16 lacks capacity to consent to sexual activity.

Under the law, some situations are considered sexual assault because a participant cannot give consent. These factors include a difference in power between the participants, mental illness, mental disability, intoxication and/or being under the age of consent.

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.

Sexual harassment is described in the *Community Conduct and Discrimination Policy* (see page 20)

REPORTING SEXUAL MISCONDUCT

Students who believe they have been victims of sexual misconduct should seek help immediately from their parents and a trusted adult on campus, including the director of student well-being, a school nurse, the school doctor, a counselor, adviser, a dean or a campus safety officer. **Students should call 911 if they need or witness a need for immediate police and/or medical attention.**

Reporting sexual misconduct can be difficult and victims/survivors (or witnesses to such behavior) may experience a multitude of emotions when considering whether to report the conduct. The Academy encourages victims/survivors and witnesses to prioritize their personal safety and physical/emotional well-being to maintain health and safety. The Academy seeks to empower victims/survivors to know that there are options to address this conduct. We encourage our students to seek out an adult they are comfortable with to help them receive the support they need during this difficult time.

A student who is a victim of sexual misconduct, and students who have information (bystanders), are strongly encouraged to disclose information about such misconduct to a faculty or staff member. To encourage such reports, the Academy will not discipline student victims of sexual misconduct, or bystanders who provide information in order to help student victims, for violations of Academy rules that may have taken place at the time of the sexual misconduct they are reporting.

Students may also report a sexual assault directly to the police. (The phone number for the Exeter Police Department is 603-772-1212).

Students may report sexual misconduct verbally or in writing. When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event
2. The number of occurrences, with dates and places
3. The names of any witnesses
4. Any documents or other materials that are related to the event

ACADEMY RESPONSE TO SEXUAL MISCONDUCT

Academy employees involved in the response to a report of sexual misconduct will promptly assist the student making the report in obtaining medical care and other services that appear to be necessary. The Academy will also promptly assist students accused of sexual misconduct and notify parents and advisers of all students involved in sexual misconduct allegations.

Following allegations of sexual misconduct, the Academy, in accordance with our MOU (Memorandum of Understanding) with the Exeter Police Department, will notify the police. The Academy also will report sexual misconduct to the New Hampshire Division of Children, Youth and Families (DCYF), if the misconduct involved a student under 18. The Academy will not proceed with any school investigation until the Exeter Police Department notifies the Academy that their case is closed. The Academy's investigation is separate from any investigation that might be conducted by law enforcement or DCYF.

Matters of sexual misconduct will be handled at the principal's discretion (see page 6). The Academy will not force a student to make a sexual misconduct report. Nor will the Academy force a student who has made an allegation to participate in an Academy investigation or disciplinary process. The Academy will, however, follow mandatory reporting obligations, and to the best of its ability, conduct an investigation of sexual misconduct that comes to its attention, whether or not a student chooses to bring a complaint or participate in the Academy's investigation.

The Academy encourages the participation and cooperation of all non-victim students in a sexual misconduct investigation and disciplinary process conducted by the Academy. Students accused of sexual misconduct must participate in the investigation or may be asked to leave the Academy.

RETALIATION

Retaliation for complaining about sexual misconduct or participating in an investigation or disciplinary proceeding involving a complaint of sexual misconduct is prohibited. Any student engaging in retaliation against a student who alleges sexual misconduct or against an accused student, including through electronic means or in social media, will face discipline.

ADDITIONAL RESOURCES FOR STUDENTS

Students may want to speak with adults outside of the Academy community. There are several resources in the area for victims of sexual misconduct listed below. If a student requires transportation for visits to an off-campus resource, transportation can be arranged through the Health and Wellness Center.

LOCAL RESOURCES

- Director of Student Well-Being Christina Palmer – 603-777-3307 or cdpalmer@exeter.edu
- Exeter Police Department – 603-772-1212
- NH Coalition Against Domestic and Sexual Violence – 1-888-644-3574 www.nhcadsv.org and www.nhcadsv.org/About_Teen_Victims.cfm
- NH Sexual Assault Hotline, 24 hour statewide – 1-800-277-5570
- HAVEN – www.havennh.org – 603-994-7233
- NH DCYF – www.dhhs.nh.gov/dcyf – 1-800-894-5533

SEXUAL INTIMACY

The Academy recognizes that sexual issues are important in 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 students to postpone sexual activity. When students are found engaging in sexually intimate behavior, responses may include, but are not limited to, the following: conversations with the students involved, communication with the students' advisers, referral to school health professionals, parental notification and consultation with the dean of students.

It is important to note that some sexually intimate behaviors violate state laws and that school personnel are required to report such instances to state or local authorities. (Please see New Hampshire Mandated Reporting Laws, pages 12-13). 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 consent to certain sexual activity (see page 17 "Understanding Sexual Misconduct").

Students are encouraged to speak with an Academy counselor, health educator or the school doctor if they have questions about sexual behaviors and/or sexual health. Students are also encouraged to seek help immediately from a trusted adult, adviser, dean or counselor in the event they are victims of sexual violence or misconduct. Of course, any student in an emergency should immediately call 911.

A student may also seek advice from the following New Hampshire organizations outside the Academy.

- Planned Parenthood www.plannedparenthood.org
603-772-9315
- Haven www.havennh.org
603-994-7233

COMMUNITY CONDUCT AND DISCRIMINATION POLICY

COMMITMENT AND EXPECTATIONS

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

The Academy expects all students, employees and members of the school community to conduct themselves in an appropriate and professional manner, with respect for the personal dignity of fellow students, employees and visitors. It is the responsibility of each member of our school community to demonstrate a basic generosity of spirit devoid of any expression of bigotry. Students, employees and visitors come to Phillips Exeter Academy from many different backgrounds and cultures, including different races,

religions, sexual orientations and ethnic ancestries. The Academy encourages its members to seek to understand the differences and similarities among us and to appreciate the richness that such diversity provides to an educational community. Respect and understanding of the differences among people are important dimensions of education that continue throughout a lifetime. Harassment of any member of the school community by any other member of the school community or by vendors, visitors or other third parties will not be tolerated.

The Academy will not tolerate unlawful discrimination, harassment or any kind of retaliation, whether intended or not. Any student with a concern about harassment, discrimination or retaliation should follow the procedures set forth under "Options for responding if you believe you have been harassed, discriminated against or the object of retaliation" (see page 22). The Academy's Sexual Misconduct Policy (see page 17) applies to cases involving sexual harassment.

DEFINITIONS

Unlawful discrimination refers to the denial of equal employment or educational opportunities based upon an individual's actual or perceived age, sex, race, color, physical or mental disability, religious creed, national origin, marital status, sexual orientation, genetic information, gender identity or expression, or veteran status. The Academy is also committed to providing reasonable accommodations requested based on any physical or mental disability and as required under the Americans with Disabilities Act or any other applicable law.

Legally protected status refers to certain categories of people that have been set forth under federal and state laws as legally entitled to protection from harassment and discrimination. These generally include the status of race, color, religious creed, age, gender, national origin, marital status, sexual orientation, genetic information, gender identity or expression, veteran status, or disability.

Harassment refers to unwelcome conduct or behavior that is personally offensive or threatening and that has the effect of impairing morale, interfering with an employee's work performance or a student's educational performance, or creating an intimidating, hostile or offensive working or educational environment. Examples of harassment include, but are not limited to, the following behavior when related to legally protected status: conduct or comments that threaten physical violence; offensive, unsolicited remarks; unwelcome gestures or physical contact; display or circulation of written materials, items or pictures degrading to any gender, racial, ethnic, religion, age, disability or other legally protected status; and verbal abuse or insults about or directed to any student, employee, other individual, or group of students, employees or other individuals because of their relationship to any of the groups listed above.

Sexual Harassment: Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal 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.

Sexual harassment can include any unwelcome verbal, written or physical conduct that is directed at or related to a person's gender and that interferes with a person's educational or working environment. Examples may include, but are not limited to:

- Sexual gossip or personal comments of a sexual nature
- Sexually suggestive or foul language
- Sexual jokes
- Whistling or catcalling
- Spreading rumors or lies of a sexual nature about someone
- Demanding sexual favors
- Forcing sexual activity by threat of punishment or offer of employment or educational reward
- Obscene or sexually suggestive graffiti
- Displaying or sending of pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging
- Restraining someone's movement in a sexual way

It is a violation of this policy (and potentially the law) for any member of the faculty, administration or staff to make sexual advances toward or engage in sexual conduct with a student. Employees and students must exercise their good judgment to avoid engaging in conduct that may reasonably be perceived by others as harassment. Please note that the Academy's Sexual Misconduct Policy applies in cases of sexual harassment (see page 17).

Racial, Color and National Origin Harassment is on the basis of a person's actual or perceived race, color or national origin and 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.

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 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 is on the basis of a person's actual or perceived sexual orientation or gender identity/ expression and 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.

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 (if you are a boarding student) or any member of the Dean's Office for advice. If you believe that the person's behavior may violate the law, you may report the matter directly to the police. Please be aware that the Academy is obligated to report certain misconduct that comes to its attention to the police and/or the Division for Children, Youth and Families (DCYF) (see New Hampshire Laws and Mandatory Reporting Laws, pages 12-13).

Mediating a Resolution. If you think an intermediary may assist you in resolving the problem, you may ask your adviser, dorm head (if you are a boarding student) or any member of the Dean's Office to seek a mediated resolution to the situation. In most cases, the process will consist of written communication or a mediated conversation between you and the person you feel may have harassed or discriminated against you. If a matter involves behavior that must be reported to the police

and/or DCYF, or if there is an ongoing law enforcement or other official investigation, mediation is not an option.

A Formal Complaint. If the assistance of a mediator does not resolve the problem or was not pursued, you may also initiate a formal complaint about the incident. Students should report a complaint, preferably in writing, to their adviser, dorm head (if you are a boarding student) 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 HARASSMENT OR DISCRIMINATION

If the Academy receives a complaint of harassment or discrimination, or otherwise has reason to believe that this policy has been violated, it will take steps to ensure that the matter is promptly investigated and addressed. The Academy is committed to taking action (e.g., investigate and remediate) upon learning of potential harassment or discrimination, even if the aggrieved party does not wish to formally file a complaint. Care will be taken to protect the identity of the complainant and the accused party or parties, except as may be reasonably necessary to successfully complete a full and fair investigation and take appropriate responsive action. The Academy will make authorities aware of any complaint it receives that triggers reporting obligations (see New Hampshire Laws and Mandatory Reporting Laws, pages 12-13).

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 discipline process described on pages 6-10. If sexual misconduct is involved, the Academy's Sexual Misconduct Policy applies.

Protection against retaliation or misuse of power. Retaliation is any form of intimidation, reprisal or harassment directed against a student who reports discrimination, harassment, hazing or bullying; provides information during an investigation of such behaviors; or witnesses or has reliable information about such behavior. Retaliatory actions are not necessarily about intention but about the effect of the action on another person.

Retaliation is a very serious violation of this policy. Violations of this policy should be reported immediately to the dean of students. Retaliation against any individual acting in good faith in reporting violations of this policy, participating in the investigations or supporting a complaint will not be tolerated and will be subject to possible disciplinary action up to and including removal from school.

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

- Students: Response may range from an ASAP referral (see pages 15-16) to discipline up to and including Requirement to Withdraw (see page 9). Student violations of this policy will be handled in accordance with the student discipline system (see pages 6-10).
- Employees: Discipline may range from a warning up to and including termination of employment.
- Volunteers: Penalties may range from a warning up to and including loss of volunteer assignment or privilege.
- Vendors: Penalties may range from a warning up to and including loss of school business.
- Other Individuals: Penalties may range from a warning up to and including a denial of future access to school property or to students.

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

REPORTING HARASSING COMMUNICATIONS

All members of the Academy community are expected to abide by the Acceptable Use Policy for Technology (see pages 57-59). Any faculty member or student who receives harassing communications of any kind, however, should report this immediately to 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.

STUDENT INFORMATION AND GUIDELINES

BOARDING STUDENTS

HOUSING

The Academy's boarding students live in 25 dormitories: Seventeen are large brick buildings accommodating 30 to 60 students each, and eight are smaller wood-framed houses for 10 to 20 students each. Depending on the size, each dormitory has one to five resident faculty members.

ROOM ASSIGNMENTS

In the assignment of rooms, preference is given to returning students who make application to their dorm head in the spring of each year. Specific dorm or room assignments cannot be guaranteed for students returning from off-campus programs. New students are assigned rooms by the dean during the summer. In all room assignments, the Academy reserves the right to reject all preferences and to assign students to rooms considered to be best suited to their needs.

DORM ACCESS

Room keys and Lion Cards (see Lion Card Account, page 72) are issued at no cost at the beginning of the school year. Students who must replace lost keys and Lion Cards will be charged.

FURNISHINGS AND EQUIPMENT

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

Furniture other than Academy furniture is not to be installed except with the approval of the dean. The following items are NOT permitted in student rooms: upholstered furniture (see page 29 for exceptions), mercury thermometers; refrigerators; natural Christmas trees; stringed lights or Christmas lights; portable space heaters; and all heat-producing items, including flat irons, coffee pots, corn poppers, hot plates, toasters, electric immersion coils, high-wattage electrical appliances, halogen lamps and high-intensity lamps that generate excessive heat. Students should not place laundry bags on stairways or in any other way impede stairways.

The Academy reserves the right to remove from student rooms any furnishings deemed by Campus Safety to be unduly flammable or by a dormitory adviser to be otherwise unsafe. The Academy disclaims any responsibility for personal property of students. By the enrollment of a student at the Academy, parents or 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 or guardians are advised to add coverage on their own insurance policies for "property away from the premises" for students' personal property.*

SUMMER STORAGE

There is very limited storage for boarding students' personal belongings over the summer. Dorm heads organize the summer storage process during the last two weeks of school in May. Dorm heads also organize the removal of items from storage during the move-in

process. Exeter assumes no responsibility for personal property lost or damaged while in the storage facilities during the summer or during the school year. If a student needs to store large item(s) or a large amount of personal belongings, that student should search online for local Exeter storage facilities.

SHIPPING STUDENT BELONGINGS TO CAMPUS

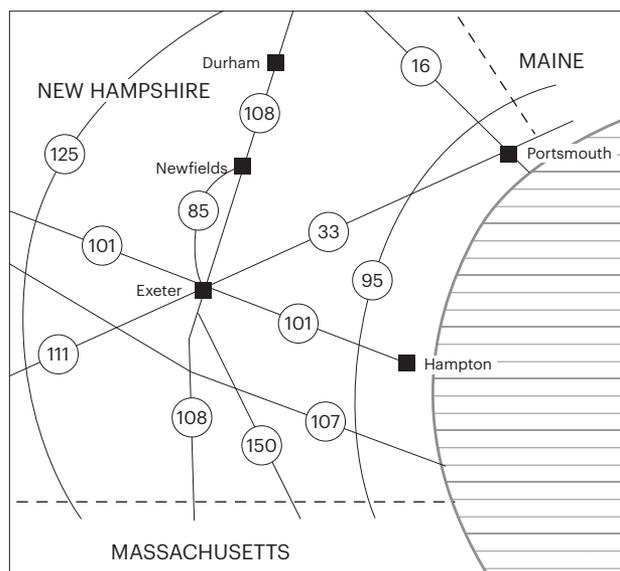
(on or after August 15*)

Trunks, boxes and other heavy luggage should be shipped by major carriers (such as FedEx, DHL or UPS) to the address below on or after August 15.

Student Name
Phillips Exeter Academy
c/o Exeter Packaging
98 Epping Road
Exeter, NH 03833
Telephone: 603-778-0958
Email: exeterpackaging@gmail.com

*Packages received by Exeter Packaging before August 15 will be assessed an additional charge. Packages may be shipped to the student's proper mailing address after September 30.

THE EXETER VICINITY



OUT-OF-TOWN PERMISSION

Students must always take particular care to first obtain proper permission before leaving campus. Out-of-town permission may be requested for a Wednesday or Saturday afternoon, for a Sunday, or for a weekend. For day trips within the Exeter vicinity (defined as the region in New Hampshire bounded by Route 125, Route 16 and the ocean) with a driver over 21 years old, Dean's Office out-of-town permission is not needed. However, students must inform the faculty member on duty in their dorm. For all other day trips and overnight weekend trips, Dean's Office out-of-town permission is required. In all cases, the Academy's motor vehicle regulations apply (see Motor Vehicles, page 27).

Questions regarding the following procedures and guidelines can be answered by advisers and at the Dean's Office.

PROCEDURE

Students planning an out-of-town trip should first see their adviser, discuss plans and then fill out a blue slip (called an Application for Out-of-Town Permission). After the adviser signs the slip, the student must leave it at the Dean's Office for further approval. Once a member of the Dean's Office staff signs it, permission is granted. Before leaving the Academy, students must return the white copy of the slip to the faculty member on duty in their dorm.

GUIDELINES

1. Applications for out-of-town permission must be submitted to the Dean's Office before 1:30 p.m. on Fridays. After normal office hours, students should see their adviser and a dean if the trip is an emergency.
2. Once permission has been granted, it is assumed that the student will leave campus. If the trip is canceled, however, the student must inform the Dean's Office by calling 603-777-3411. Failure to do so may result in disciplinary action.
3. If the trip involves missing required Academy appointments (such as classes, sports, lessons or dorm check-in), all students must:
 - a. Complete and submit the Petition to the Deans form on ExeterConnect at least five days before the trip. When the petition is submitted, an email notice is sent to the student's adviser requesting comments regarding the event. These comments must be received before the deans consider the petition.

- b. If the petition is approved, ask the instructors of any classes that will be missed to sign the blue out-of-town slip before submitting it to the Dean's Office for final approval, and obtain a parent's permission in writing (by fax or email) or via the Single Event Permission Form on the Parent Portal.
4. For day trips only, when no Academy appointments or check-ins are missed, teams and organizations under the supervision of a faculty member may leave without signing individual out-of-town permissions. Before departure, it is the responsibility of the faculty member to leave at the Dean's Office a list of students making the trip, along with the hours of departure and return. Unless otherwise informed, the Dean's Office will assume that the trip has gone as scheduled and that all students are safely back.
5. The Boarding Student Permission Form must be submitted to the Dean's Office via the Parent Portal. This form provides parents with the option to give blanket permission for trips to Boston or to accept invitations from the families of other Academy students and from other specified family friends and relatives. This online form is valid for the duration of the student's Exeter career and may be reviewed or modified at any time by parents via the Parent Portal. In the absence of a completed Boarding Student Permissions Form, students must obtain written permission from their parents, specific to the request. Alternatively, parents may complete the Single Event Permission Form on the Parent Portal to provide the necessary permission for a particular event.
6. Students always need specific written parental permission, or parental permission via the Single Event Permission Form on the Parent Portal, when going home or staying with their parents off campus.
7. Students always need an invitation in writing from their host when visiting friends and relatives. This applies to grandparents and older siblings as well as to friends. All invitations must be specific to the date and may not be blanket. The invitation is required in addition to parental permission.
8. Only seniors and uppers who first obtain parental permission, specific to the request, in writing or via the Single Event Permission Form on the Parent Portal may stay overnight in a college dormitory or fraternity/sorority house. Additionally, these students must obtain a written invitation from their host, even if the host is an older sibling or a recent graduate of the Academy.
9. For some situations, students visiting certain colleges under NCAA guidelines are not permitted to stay in a dormitory at those colleges; students must stay in a hotel during a visit. In this circumstance, specific written parental permission, or parental permission via the Single Event Permission Form on the Parent Portal, is required, as well as a statement from a college representative that this restriction is in effect for their institution.
10. Students may not stay at a hotel overnight unless accompanied by one of their parents or an adult host over 21 approved by their parents. Before granting permission, the Dean's Office requires specific written permission from a parent, or parental permission via the Single Event Permission Form on the Parent Portal. If the student is staying with an approved adult host, permission from the parent and a written invitation from the host are required.
11. All invitations and permissions other than those submitted electronically from the Parent Portal must be in writing, and must include a signature from the adult host and/or the parent.
12. Parental permissions may be submitted online via the Parent Portal at www.exeter.edu/portal. If parents invite other Academy students to attend an event or visit their home, invitations may also be extended via the Single Event Permission Form on the Parent Portal. Permissions and invitations may also be faxed to the Dean's Office. The Dean's Office fax number is 603-777-4396. If an electronic signature can be attached, invitations and permissions via email may be sent to dean_students@exeter.edu.
13. Boarding students with out-of-town permission may not drive themselves back to campus for any reason without prior permission from the Dean's Office.
14. 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 disciplinary response.
15. All students returning from out-of-town trips must check in at their respective dorms according to their normal dorm check-in times. Please see Hours of Reporting section for detailed information on check-in times (see page 30).
16. Check-in is a required appointment. Failure to check in may result in disciplinary action. Any student who will be late for check-in should contact the dean on duty.
17. Out-of-town permission is not required for Thanksgiving or for winter and spring vacations.

MOTOR VEHICLES

Boarding students may not possess or rent motor vehicles on campus or in the Exeter vicinity. Students may not accept rides from passing motorists. However, rides are permitted if:

1. The licensed driver is a faculty member.
2. For day trips in the Exeter vicinity, the licensed driver is at least 21 years old and the boarder has informed the faculty member on duty in the dorm.
3. For overnight weekend trips, the licensed driver is at least 18 years old and appropriate out-of-town permissions have been obtained from the Dean's Office and the boarder's parents. Once the student has arrived at the destination, driving permission is the responsibility of the host family.

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 overnight visit. A written invitation is necessary from the host family. For the boarder, appropriate out-of-town permissions from the Dean's Office and parents are also necessary.

DORMITORIES

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

STUDY HOURS

1. Study hours are those periods of the day when classes or assemblies are normally held, and after 8 p.m. every night except Saturday.
2. After check-in, students are expected to observe study hours in their own rooms or in other spaces designated by the dorm head.
3. A student's room may be closed to visitors during study hours by a Study Hours Card at the discretion of the adviser or by request of the student.
4. Uppers and seniors who choose to be in their dorms before check-in are expected to help maintain quiet by being in dorm rooms with the door closed or in common rooms.
5. No visitors will be allowed in dorms after 9 p.m.
6. Watching television, playing video games, viewing DVDs and videos, and streaming television programs not related to course work are prohibited

during study hours. The dormitory faculty member on duty may grant exceptions to this rule on specific occasions.

7. Gaming and watching online video (not related to coursework) is prohibited during study hours without the permission of the dormitory faculty member on duty.
8. In general, Academy events and organizational activities shall not be held during evening study hours. Exceptions are listed in the next section.

HOURS OF REPORTING

1. Seniors are required to be in their dorms by 10 p.m. and uppers by 9 p.m., Sunday through Friday. Others must be in their dorms by 8 p.m.
2. On Saturday nights, and on other nights before a day without required Academy appointments, students not on restrictions must be on campus by 10 p.m. (unless an extension until 11 p.m. has been obtained in advance from the faculty member on duty in the dormitory) and all students must report in at their dormitories by 11 p.m.
3. On Friday nights before a Saturday without required Academy appointments, all students must report in at their dormitories by 10 p.m.
4. *Exceptions.* Meetings of clubs and other student organizations end by 8 p.m., at which time study hours begin. Exceptions to this regulation are granted by faculty vote for each specific occasion. Students in good standing may, however, with the permission of the faculty member on duty, check out to the following places after their normal check-in time:
 - a. Student Council (Tuesdays) until 8:55 p.m.
 - b. *The Exonian* board (as specified by *The Exonian's* faculty adviser) until 9:55 p.m.
 - c. The PEAN board until 9:55 p.m.
 - d. Student Listeners (Mondays) until 8:55 p.m.
 - e. Uppers and seniors in good standing may work at the student radio station or on student publications until their respective check-in hours.
 - f. The art and music buildings, the science building, The Center for Theater and Dance, Fisher Theater, and the computer room in the Academy Building until 8:55 p.m. for specific projects.

- g. The library until 9:40 p.m. for specific projects.
 - h. Phillips Church for evening prayer (Tuesdays until 9:55 p.m.), Buddhist Meditation (Fridays until 8:30 p.m.).
 - i. A faculty apartment for academic help until 9:55 p.m.
 - j. A lecture (Wednesdays) or film (Fridays) specifically related to academic courses.
 - k. When necessary in order to accommodate an outside speaker, the faculty adviser of an organization may give permission to schedule a meeting beyond 7:55 p.m. A lower or junior may attend with the permission of the person on duty in the dormitory.
 - l. Students in good academic and disciplinary standing may check out of their dormitories in order to attend the Friday night performances of Main Stage productions, Poetry Stage and the Dance Concert. They are expected to return to their dorms immediately after the performance ends.
5. Students on disciplinary action must remain in their dormitory after they have checked in at 8 p.m. (see Disciplinary Action, page 8).
 6. Students must not leave the dormitory before 6 a.m. and, in order to maintain the dorm's security, must never prop open locked dormitory doors. Visitors are not permitted before 7 a.m., except by arrangement with the resident faculty or a dean. Students can request special permission to leave the dorm before 6 a.m. from the dean of students.

RETIRING HOURS

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

DORMITORY PROCTORS

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

The dorm proctor's role requires responsibility and a degree of accountability beyond those of other boarding students. Dormitory faculty and proctors should work together to devise appropriate measures to resolve discipline problems occurring within the dormitory. At times it may be necessary for proctors to report disciplinary infractions to the dormitory faculty. It should be understood, however, that the reporting of such infractions need not result in disciplinary action. Proctors check students into the dormitory when on duty at night and report to the resident faculty any irregularity with respect to check-in hours. Proctors must act when they become aware of any violation of the major rules, of any fire hazard or other dangerous activity, and of any serious health problems. Proctors in such situations should share their concerns and seek help from other proctors, faculty or Health Services. In such cases, proctors may request nondisciplinary response (NDR) from the faculty. With regard to less serious rules infractions, the proctor will enforce Academy and dormitory regulations as agreed upon with the faculty.

In houses and smaller dormitories, a proctor may be on duty more than one day each week and sometimes on Saturday. In the larger buildings there are usually several proctors, each of whom does duty no more than one day each week. In the larger dormitories a faculty member will be in residence each day that a proctor is on duty, and each head of a dormitory meets frequently with the proctors to discuss the state of affairs in the dormitory or in the Academy.

VISITATIONS

The faculty recognizes that students need opportunities for socializing and for a degree of privacy. Dormitory visitations, however, are not intended for sexually intimate behavior. At the convenience of the faculty member on duty, boys and girls may visit in one another's rooms, with the door halfway open and the lights on, Sunday through Friday from 7 to 8 p.m., and on Saturday (and other nights with 11 p.m. check-in) from 8 to 10:45 p.m. On Fridays that precede a no-class Saturday, visitations may be granted from 7 p.m. until 9:45 p.m. The faculty in each dorm has the right to eliminate any number of these days from their visitations schedules as they may need. It is understood

that a faculty member is under no obligation to grant visitations. A student on disciplinary action may request and may be granted visitations. Unauthorized visiting, commonly referred to as illegal visitations, by boys in girls' rooms or by girls in boys' rooms, or any abuse of visitations, may result in disciplinary action.

The well-being of our student body is our primary concern. For this reason, our expectation is that students will follow the visitation policy. If, however, a student is violating this rule and becomes concerned about their personal safety or about their violation, the student should leave the room and is encouraged to seek out an adult. A student leaving an illegal visitation under such circumstances will not face disciplinary consequences.

VISITORS

1. At the discretion of the faculty resident in each dormitory, those common areas designated in the dormitory (common room, TV room, etc.) may be open to visitors of both sexes.
2. Students who wish to have visitors to the Academy in their rooms after 10 p.m. on any night must get permission beforehand from a faculty member resident in the dormitory. If the visitor is a day student or not an Academy student, the faculty member on duty must get acknowledgement of the visit from the visitor's parent or guardian. A visit of more than one night must be approved by the Dean's Office as well as by the head of the dormitory. Host students should familiarize their guests with the rules and regulations of the Academy and should ensure that their guests observe those rules and regulations.
3. It is school policy that students Required to Withdraw must not return to campus for one year. In certain exceptional situations, the Academy may bar a student from campus and campus events for a period in excess of one year, including permanently. Visitors, including alumni, are not permitted to stay in dormitories on Exeter/Andover weekends.

SOUND AND VIDEO EQUIPMENT

Dormitory common room TVs may not be used during study hours except by permission of the dormitory faculty on each specific occasion. Video gaming systems such as Xbox or PlayStation in common rooms are subject to the same rules. Instruments should not be played in the dormitory at any time. Music may not be played out of dormitory windows.

DORMITORY GRILLS

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

CARE OF STUDENT ROOMS

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

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

Students must not tamper with smoke detectors or fire alarm systems. Tampering with such systems is a violation of the law. Please see Other Prohibited Activities on page 11 for more information on fire safety violations.

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

1. Student rooms must be kept neat and orderly.
2. Posters shall be limited to 50 square feet. Tapestries are allowed as long as all four sides are secured to the wall. Decorations must not be hung over the bed or from the ceiling or attached to the ceiling. Care should be used in attaching items to the wall. Do not use nails, screws, tacks, staples or glue. Removable adhesive tape, hooks and hangers are permitted.
3. Window curtains are permitted.
4. Pets are not permitted in student rooms.
5. All types of upholstered furniture are not allowed; this includes leather items, chairs, couches and futons, unless they meet the NFPA 260 or Cal 117

(2000 or 2013 edition) fire code requirements. Non-approved upholstered items brought to campus will be removed at the student's expense. Students are responsible for the removal and summer storage of all furniture items brought to campus. Furniture left behind will be shipped home or disposed of at the student's expense.

6. Extension cords must be UL-approved, and wire size must be a minimum of No. 16. They may be purchased from the Exeter Bookstore. Items plugged into any room extension cord must not draw more than 1,200 watts. No more than one extension cord per room is allowed.
7. Mattresses must be placed on standard bed frames; neither on the floor, nor on makeshift frames.
8. Halogen lamps, high-intensity lamps and spotlights in which the bulb is tightly enclosed are prohibited. Bulbs in student lamps may not exceed a 60-watt rating.
9. Bicycles may not be stored in student rooms.
10. Rugs or wall coverings that are either in poor condition or prevent full use of the door to a student's room may not be used.
11. Improvised partitions and bamboo or matchstick screens may not be used.
12. Paper and flammable plastic lamp shades may not be used.
13. Any freestanding item that impedes an exit route or that might be dislodged and create a blockage during an emergency is not permitted.
14. Candles, incense and other open-flame devices are not permitted. Please see Other Prohibited Activities on page 11 for more information on fire safety violations.
15. No flammable materials may be placed on radiators.
16. Paper items may not be placed on the corridor side of the door or in any dormitory corridor or stairway.
17. Large accumulations of paper and boxes are not permitted.
18. Consult a list of items not permitted in student rooms (see Furnishings and Equipment page 24).

19. The following electrical items are allowed in student rooms: electric coolers, razors, blankets, clocks, radios, computers, stereos, hair dryers (portable only) and trigger-type soldering irons, providing the wattage is not excessive.
20. Towels, sheets and other school property are not to be taken out of the dormitories. Dormitory rooms should be locked when not occupied. Financial charges for damages will be handled through the Finance Office. Students are liable for the damages to their rooms, whether or not they have been locked. Malicious damage to school property or buildings may result in disciplinary action. All confiscated items will be returned to students in May.

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 disciplinary reasons. Such entry does not in and of itself constitute a room search. Investigation of a room's contents beyond simple entry and observation is considered a room search, for which the approval of a dean is required.

ROOM AND POSSESSIONS SEARCHES

The Academy is committed to creating a safe environment on campus for all members of the community. For this reason, there may be times when a search of a student's room or possessions may be warranted. A faculty or staff member who has reason to suspect, or has knowledge of, physical or other potential harm should present their concerns to the dean of students, who will decide whether a search should be made. When a search is undertaken, at least one dean and a member of Campus Safety must be present. An effort is also made to include the student whose room or possessions are being searched, as well as a faculty resident of the dorm, in the event of a room search. 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 Safe School Zone reporting laws page 13).

DAY STUDENTS

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

DAY STUDENT REGULATIONS

1. When at home, day students are under the supervision of their parents. Parents of day students are strongly urged to encourage them to follow a program of check-in and study hours as near that of students living in dormitories as is consistent with family living. Day students are expected to be off campus by the check-in time of their class, unless they have an academic appointment or transportation difficulties. (Juniors and lowers are to check in by 8 p.m., uppers by 9 p.m., and seniors by 10 p.m., except on Saturdays.)
2. Day students are assigned faculty advisers who have immediate care of all matters pertaining to the students' school life. The dean of residential life is also available to help day students with any issues or concerns. Lockers are provided for all day students at Elizabeth Phillips Academy Center. There are also socializing spaces and quiet study areas exclusively for day students. Internet access is provided throughout the building. Many upper and senior day students choose to retain study carrels at the library as well. The Elizabeth Phillips Academy Center provides access to day students every day of the week. It is open from 6:45 a.m. to 10 p.m. Monday through Friday; Saturdays with classes from 7:00 a.m. to 11 p.m.; Saturdays without classes from 8:00 a.m. to 11 p.m.; and Sundays from noon until 10 p.m.
3. Day students are encouraged to invite boarding students to their homes. It is understood that the parents 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 disciplinary response. Day students inviting boarders as overnight weekend guests should present the Dean's Office with a specific written parental invitation on each occasion.
4. Some day students are licensed drivers and use a family car for commuting between home and campus (see Motor Vehicles on page 32 for rules governing day student use of cars).
5. 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.
6. If a day student is out sick, the student's parents must inform Health Services early each day by calling 603-777-3420.
7. Day students are to meet all Academy appointments. Students wishing to miss classes for off-campus appointments, weddings, etc., must complete and submit the Petition to the Deans form located on ExeterConnect. Please note that if the petition for a particular event is approved, the student must submit an out-of-town permission request to the Dean's Office in order to be excused from missed classes or appointments. Otherwise the student will receive unexcused absences.

DAY STUDENT PROCTORS

Day student proctors create a welcoming environment for all new and current day students, serve as role models for the day student community, and establish trusting relationships with day students that enhance the well-being of the community. Day student proctors are selected in the spring term based on recommendations from faculty and previously demonstrated interest in serving the day student community. Day student proctors reach out to all new day students prior to the beginning of the school year and are present during new student registration to answer questions and provide guidance for new day students. In addition, day student proctors meet with the dean of residential life and day student advisers on a regular basis to provide feedback about day student experiences and other information that may be relevant and helpful to the day student community.

Day student proctors participate in proctor training with the dormitory proctors. Day student proctors are also trained as library proctors and assume the responsibilities that come with this job. A day student who would like to speak with a proctor should go to the library on evenings when day student proctors are on duty.

MOTOR VEHICLES

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

APPROVED STUDENT PARKING AREAS. Student vehicles may be parked on public streets including Tan Lane (except during snowstorms), the Water Street parking lot or behind the Central Heating Station on the south side of campus and in the parking garage under the Thompson Field House. After 5 p.m. weeknights and all day Saturday and Sunday, students may park in the Jeremiah Smith lot, Tan Lane lot, and Nathaniel Gilman lot.

NON-APPROVED STUDENT PARKING AREAS. Students may not use the parking lots reserved for faculty and staff next to dormitories, Jeremiah Smith Hall, Nathaniel Gilman House, the Tan Lane lot, the Admissions lot, the Spring Street lot, the Davis Center lot, the Elm Street Dining Hall lot, on Abbot Lane, on Easy Street, behind the Health Center, or any designated resident faculty or service vehicle parking spaces.

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

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

Students are encouraged to visit the Facilities Management website for updated parking restriction information due to periodic construction projects taking place on campus.

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 overnight visit. A written invitation is necessary from the host family. For the boarder, appropriate out-of-town permissions from the Dean's Office and parents are also necessary.

FOR ALL STUDENTS

ACADEMY FUNDS

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

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

STUDENT/FACULTY FUNDS

Richard Ward Day Fund, in honor of the Academy's 10th principal, makes grants to faculty and students to support innovative projects and ideas that enrich the school community. Proposals for use of the fund include creative projects in the arts and the pursuit of scientific experiments beyond the standard curriculum. In the past, the fund has paid for the training of Student Listeners, Health and Wellness Center "angels," seminar speakers, concerts, publications, and class and individual projects.

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

Harvard Knowles Residential Life Fund is used to support costs associated with student and faculty endeavors that will enhance the residential life experience, on or off campus. The fund has provided support for students and their advisers to attend events that strengthen the Exeter Residential Life connection, such as tubing, bowling, dinner and a movie, and laser tag.

Loewenstein Fund provides funds for "humane and hospitable enterprises," which includes excursions for students to plays, musical events and art exhibits. It also provides funds to "make Exeter a more beautiful place," which makes possible the purchase of works of art, concerts on campus and special celebrations.

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

OTHER FUNDS

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

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

Faculty Fund supports social programs for faculty. Grants are sometimes made to individual faculty members to celebrate special occasions or to provide for special needs. The fund has paid for faculty dinners, Red Sox tickets and tournaments in golf and squash. Suggestions welcome. Chair: Ms. Wolff.

BICYCLES

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

GENERAL BIKE RULES

1. Ride in control; bicyclists must always ride in a way that does not endanger or inconvenience pedestrians.
2. Wear a helmet. *New Hampshire state law requires those under the age of 16 to wear a bicycle helmet while riding on a public way.*
3. One person per bike.
4. Pedestrians have the right of way.
5. Follow traffic laws (for example, do not ride the wrong way on a one-way street, and ride with the traffic).
6. Walk your bike across crosswalks; in town, riding on sidewalks is forbidden by town ordinance.
7. Do not block the sidewalk with a parked bike.
8. Ride at night only if your bike has front and rear lights.
9. Ride with both hands on the handlebars; do not carry possessions in your arms.
10. Bicyclists must avoid using busy highways such as Routes 101, 125 and 33.
11. Contact your dorm faculty member or Campus Safety to report your destination and anticipated return time if you plan to cycle off campus for a significant distance and/or to the beach.
12. Bikes should be registered with Campus Safety. This can be done at the Campus Safety Office or at: peaapps.exeter.edu/forms/bicycle_registration_form.aspx. Campus Safety will only take stolen bike reports and initiate investigations for bicycles that have been properly registered and display the authorized registration sticker.
13. Bikes should be locked when not in use. Please do not lock bikes to handrails or handicap rails.

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 any Academy building.
3. Swimming is 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.

PETITIONING TO MISS CLASSES

Students are expected to attend all required appointments, including classes, music lessons, music rehearsals, athletic practices and athletic competitions. Exceptions are made for extraordinary circumstances not limited to but including a sibling's wedding or graduation, college visits, special family events, and top-level academic or athletic competitions. Students must petition the Dean of Students Office at least 5 days prior to the school day(s) missed. Please note that students do not need petitions to miss classes for religious holidays.

1. Students should complete the Petition to the Deans form on ExeterConnect and submit it five days prior to their trip. When the petition is submitted, an email notice is sent to the student's adviser requesting comments regarding the event. These comments must be received before the petition is considered by the deans.
2. If the petition is approved, the student must also complete the blue out-of-town slip, including signatures from instructors of any classes that will be missed. In order to obtain final Dean's Office approval, parental permission and written invitations (if necessary) must be received.

STUDENT COUNCIL

The Student Council is the representative government of the student body. It consists of approximately 90 students representing dorms, day students and classes, as well as students appointed to the council. However, all students are welcome to participate. The council meets on Tuesdays at 8 p.m. in the Forum in the Elizabeth Phillips Academy Center. Meetings are open to the school community and all students are welcome to attend. The group reflects student opinion, presents student-initiated proposals to the faculty, and acts as the key liaison between the faculty and the student body. Its functions include disbursing money to clubs and supporting and coordinating a wide range of student activities.

STUDENT COUNCIL LEADERSHIP

President

Elizabeth Yang

Vice President

Michaela Phan

Co-Secretaries

Ayush Noori

Audrey Vanderslice

Advisers:

Ms. Marshall

Ms. Rankin

STUDENT WORK PROGRAM

The Student Work Program offers students an opportunity to earn money while performing jobs that support the smooth operation of the Academy. 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 that establishes employment eligibility), as well as parental consent documentation. Students must visit the Human Resources Office (ground floor, Jeremiah Smith Hall) to complete work papers and a department acceptance form prior to beginning their student work assignments. For summer jobs within the State of New Hampshire, students who need work papers can obtain them in the Human Resources Office. Students with summer jobs in other states should contact the public high school in their area to obtain a work permit. More information is located on [ExeterConnect>Resources>Campus Life>Student Work Program](#).

STUDENT RESOURCES AND SUPPORT

DEAN OF STUDENTS OFFICE

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

The duties shared by the deans are student housing, advising, attendance, academic planning, out-of-town permissions, academic support, student activities and entertainment, discipline, orientations, student records, multicultural affairs, and I-20 forms for foreign students.

The deans include the dean of students, dean of residential life, dean of academic affairs, dean of student health, and from the Office of Multicultural Affairs, the dean of multicultural affairs.

Dean of Students Melissa Mischke oversees all aspects of student life on campus. The dean administers student housing and advising assignments and works closely with the faculty advisers to students and the 25 dormitory heads. She supervises student health services, student activities, residential and day advising as well as the Dean of Students Office. The dean is in frequent contact with students, faculty and parents to help make the most of the student's Exeter experience.

Dean of Residential Life Carol Cahalane is responsible for working with the dean of students to implement faculty and student goals in residential and day student life, and in the advising process. The dean of residential

life helps dorm faculty and proctor teams to resolve areas of concern. She is a frequent visitor to dormitories to talk with students and faculty, and is also available to help day students with any issues or concerns. Additionally, this dean oversees the student disciplinary process and works to help students understand the rules of the community and the procedures to follow when rules are broken.

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

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

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

THE OFFICE OF MULTICULTURAL AFFAIRS

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

Dean of Multicultural Affairs Sami Atif oversees the OMA and its staff, including Associate Dean Hadley Camilus, International Student Coordinator Jennifer Smith and Administrative Intern Jessica Alvarez.

The dean is a member of the dean of students' administrative team and works closely with proctors, Student Listeners, the Student Council and other Academy departments to support and educate the community regarding equity, diversity and inclusion. The OMA team, along with other faculty and staff, advise a number of culture and affinity groups, including La Alianza Latina (LAL), the Afro-Latino Exonian Society (ALES), the Asian Student Advisory Board (ASAB), and the International Student Advisory Board (ISAB). The OMA works closely with Student Activities to help plan and execute various activities, including International Day, Asian Night Market and the Students of Caribbean Ancestry (SOCA) carnival, as well as special dinners hosted by LAL and ALES.

DINING SERVICES

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

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

THE EXETER WEBSITE AND EXETERCONNECT

Daily menus are posted on ExeterConnect, as well as announcements of upcoming events and schedule changes. To learn more about Dining Services, please visit www.exeter.edu and click on the Dining at Exeter tab. For menu selection via phone, call MENU (extension 6368).

GUESTS

Guests are always welcome in the dining halls. We do ask that community members notify the manager or lead food service worker of the guest(s). Meal prices are: breakfast \$7, lunch \$8, and dinner and Sunday brunch \$9. Visiting teams on campus for sporting events are charged \$15 per person. Ticket books are available for purchase at the Dining Services Office.

GRILL

Located in the Elizabeth Phillips Academy Center, the Grill offers a full menu for in-house dining or for pickup; just call in advance. The menu can be viewed on ExeterConnect. The Grill accepts cash, as well as Lion and credit cards. A scratch kitchen, the Grill prepares all menu items with fresh ingredients, using local ingredients at the height of season. Our healthy TO GO program provides a variety of choices that includes protein boxes, yogurt and fresh fruit, sandwiches and salads, and a line of fruit and protein smoothies for those on the run. Grill items include customized burgers, turkey clubs, and grilled cheese and grilled chicken sandwiches, just to name a few. Pizzas are prepared throughout the day, and are available for pizza parties that include soda and paper goods. Breakfast is available any time, offering our favorite breakfast egg sandwiches, omelets or eggs cooked to order. If you're looking to satisfy a sweet tooth, freshly baked cookies, cakes, pies and specialty pastries from our in-house bakery are on display for your choosing in the Bakery Chest.

CATERING

Catering is available for events large and small, with services ranging from refreshments for meetings and special desserts to formal dinners, meals served in observance of religious holidays and picnics. Call Catering Manager Cindy Jerge at 603-777-3468 or email her at cjerge@exeter.edu.

DINING HALL/GRILL NON SIBI

- China, utensils and trays may not leave the dining halls.
- You are responsible for cleaning up after yourself and your table upon completion of your meal or visit.

- Backpacks must be stored in cubbies or on hooks; this is a safety issue.
- It is important to remember to “Take what you want but eat what you take.”
- One piece of fruit, an ice cream cone or a sandwich can be taken out of a dining hall. Water bottles are not allowed to be refilled; this is a food safety protocol.
- No takeout containers or paper plates may be brought into the dining halls. Please do not wrap food to go.

HEALTH AND WELLNESS SERVICES

OUR MISSION

The Lamont Health and Wellness Center promotes all aspects of health and wellness and provides, or facilitates, appropriate health care services for illness or injury. The center is dedicated to the delivery of health care and wellness education to ensure students’ development as healthy individuals and members of society, through the pursuit of lifelong health and wellness practices.

PROFESSIONAL STAFF

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

A Board-Certified Physician with training in pediatrics who also serves as medical director. When not on duty, our physician is supported by an on-call physician in the community.

A Certified Physician Assistant who works closely with the medical director to meet the health care needs of our students.

Registered Nurses who staff the Health and Wellness Center 24 hours a day, seven days a week, in support of our mission.

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

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

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

Health Educators who teach the lifelong value of health and wellness.

HOW TO CONTACT US

Medical/Administrative Team:

Telephone: 603-777-3420

Fax: 603-777-4391

Email: healthservices@exeter.edu

Athletic Trainers:

Telephone: 603-777-3491

Fax: 603-777-4203

LOCATION AND OPERATIONS

The Health and Wellness Center is located on campus on Tan Lane. We provide ambulatory health care services, as well as 14 licensed beds for daytime and overnight care for students when school is in session. We are available to students daily, without appointment. In addition to our daily visit schedule, we also have registered nurses on duty at all times of the day and night, as well as a physician and counselor on call, 24 hours a day, seven days a week, for emergencies.

ACCESSIBILITY

Our highest priority is to ensure 24/7 accessibility for students. In order to utilize our services, students simply present themselves and check in at the Health and Wellness Center reception area. Whenever possible, we recommend that students come at the beginning of a free period to reduce any interference with their

class schedule. We do our best to have the student's evaluation by a registered nurse begin within 15 minutes of arrival, and we encourage students to inquire at our reception desk if their wait time is any longer. A student who is not well enough to attend class or other Academy appointments is encouraged to rest at our facilities until feeling better, and the absence from class that is incurred is excused. If appropriate, the nurse will schedule an appointment for the student with our physician assistant or physician. Students can also schedule their own appointments, and we can also assist them with referrals for other community health care providers.

CONFIDENTIALITY

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

The Academy strongly encourages students to develop relationships of trust with its health care providers and to be candid about their health histories and risk behaviors. We also encourage students to communicate with parents on such matters. In this effort to promote candor and trust, the Academy asks that parents 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 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 who have questions with regard to confidentiality and its limits should direct those questions to the medical director or designee at the Health and Wellness Center. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents in advance.

STUDENT PRESCRIPTION MEDICATIONS

In general, students are allowed to keep their medications in their dorm rooms and self-administer all appropriately prescribed medications with the exception of psychotropic medications (such as antidepressants, anxiety medications, sedatives and stimulants to treat ADD). To ensure students' safety and coordinate their health care, all psychotropic medications must be kept

at the Health and Wellness Center and are typically dispensed in weekly allotments to individual students. Students should secure all prescription medications in their room so that no one else has access to them.

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

SEXUAL HEALTH

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

ALLERGY SHOTS

Students must bring any serum to the Health and Wellness Center upon arrival on campus to ensure that it is properly stored. Students should then plan to schedule an appointment with the local allergy clinic for their allergy treatment and care.

ATHLETIC TRAINERS/ SPORTS INJURIES

The Athletic Training Center is located on the ground level of Love Gymnasium, adjacent to the basketball courts and the ice hockey rinks. It functions as an extension of the Health and Wellness Center and is staffed by certified/licensed athletic trainers. Working under the direction of the school physician, the staff provides services for the prevention, recognition, treatment and rehabilitation of orthopedic and sports-related injuries. When injuries do occur, the athletic trainers act as case managers and consult with the center's physician, physician assistant or a fellowship-trained sports medicine orthopedist, as well as with coaches and parents as needed.

NUTRITION

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

IMMUNIZATIONS

The Health and Wellness Center provides immunizations that may be required. We strongly recommend that students be vaccinated against influenza each year.

COUNSELING AND PSYCHOLOGICAL SERVICES

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

ACADEMY STUDENT ASSISTANCE PROGRAM (ASAP)

Through this nondisciplinary, collaborative program, the Dean's Office mandates therapeutic services for students who are having emotional, academic or substance-use difficulties, but who may not have sought help on their own. Faculty, parents or students may seek confidential consultation or make inquiries about available services by contacting the ASAP coordinator, Christopher Thurber, Ph.D., ABPP, at 603-777-3528, or by contacting any member of the Counseling Department at the Health and Wellness Center. ASAP services, provided by the Dean's Office, Counseling Department and Health Education Department, include psychotherapy, health education, support groups, diagnostic assessments, random drug testing and consultation. Referrals are made to off-campus clinicians and programs when appropriate. ASAP counseling, like self-referred counseling, is kept confidential, within the limits of the law and school policy, and is never part of a student's academic record.

For a more complete overview of nondisciplinary responses and the Academy Student Assistance Program, refer to pages 15-16.

STUDENT LISTENERS

Student Listeners is a highly selective program on campus in which uppers and/or seniors serve as peer listeners for fellow dorm or day students. Students apply in the spring of the previous academic year by filling out an essay application, obtaining a faculty recommendation, and passing review by the dorm faculty and current listeners. Once accepted, listeners attend weekly training sessions on issues pertinent to adolescence and/or life on campus, such as homesickness, listening skills, depression, anxiety, diversity and substance use. The program is coordinated by Connie Morse, LICSW.

HEALTH EDUCATION

The Health and Wellness Center also includes a team of professional health educators, who, in addition to teaching health and wellness, welcome students' questions on any health-related matter. Both group and individual appointments can be scheduled. Students are also encouraged to visit the Health Education Library, on the third floor of the Health and Wellness Center, where books and videos are available.

REFERRALS

Please let us know if you would like us to make a referral to a local dentist, orthodontist or other specialist.

STUDENT ACCESS TO THE LAMONT HEALTH AND WELLNESS CENTER

Students have 24/7 access to the range of services provided by our team of health care professionals. Most services at the Health and Wellness Center are covered by tuition. Additional fees will be charged for some medications, immunizations and lab tests. The services of health care professionals not on the staff of the Lamont Health and Wellness Center and annual camp or school physicals are not covered.

STUDENT ACCIDENT AND SICKNESS HEALTH INSURANCE

The Student Accident and Sickness Insurance Plan is designed to meet the needs of our students that the Health and Wellness Center does not provide. The plan provides primary coverage for a broad range of medical services involving specialists, hospitals, laboratories, pharmacies and X-rays. There are no deductibles.

When parents receive their enrollment contract in the spring, they can accept or decline the Student Accident and Sickness Insurance Plan. Parents with a U.S. family health insurance plan and coverage acceptable to the Academy may decline enrollment in the plan.

STUDENT ACTIVITIES

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

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

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

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

STUDENT CLUBS AND ORGANIZATIONS

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

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

Student Activities encourages students to start new clubs. To start a new club, first speak with Director of Student Activities Joanne Lembo. She will work with students in the early planning stages of an idea for a club. In order for new clubs to be formed, interested students should complete an application for approval and ask a faculty member to advise the club. Approval for student clubs resides with the director of student activities in consultation with the dean of students. Any student wishing to start a club must do so prior to the spring term of their upper year.

Student clubs and organizations can also work with student activities to develop a budget for the clubs, plan events, order club gear, and solicit the student counsel or the student funding committee for financial assistance.

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 SAT Subject Tests at the conclusion of certain language, science or mathematic 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. Parent/

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. Certain colleges will send representatives to interview students at Exeter during the fall and winter of senior year, but space is often limited and attendance by these college representatives is varied and uncertain. 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. Please read the CCO's Integrity Statement 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 final transcript and diploma will be issued only after all Academy bills have been paid.*

STANDARDIZED TESTING

Many colleges require students to take the standardized tests administered by either the College Entrance Examination Board (often referred to simply as the College Board) or the American College Test (ACT). These tests are administered locally at Exeter High School and at high schools in neighboring towns. The College Counseling Office will provide registration information and materials; however, registration is solely the responsibility of the student and is made directly to the Educational Testing Service in Princeton, New Jersey. Registration may be done by mail, through the internet or by phone (once the student has completed initial registration by mail and with an added cost). Once tests are taken, students are responsible for sending all pertinent scores directly to the colleges or appropriate agencies (e.g. NCAA Clearinghouse, scholarship programs, etc.). Due to privacy issues, Exeter does not include these test scores as part of the official transcript. When seniors neglect to have official score reports sent to the appropriate colleges, those schools may call the College Counseling Office requesting testing information so that a full and fair evaluation of the student's candidacy may take place. Seniors must sign a release form allowing counselors to share this information with admissions officers. Ultimately, the student is responsible for sending all testing to colleges and to any other requesting institution (such as the NCAA). For Canadian students: Universities will ask for your provincial exam grades; please make sure you forward your exam results to the College Counseling Office.

Every Academy student should take a series of standardized tests as part of the college application process. Traditionally, the SAT was the standard test used for college admission, but in the past five years, the American College Test (ACT) has become popular and widely accepted by colleges. The CCO encourages uppers to sit for both tests in order to determine which is the "better" test for the individual student. Recommendations for testing dates may vary based on individual circumstances but are detailed in Exeter's Testing Guidelines, available on ExeterConnect. For more information on standardized testing, please refer to the chapter on standardized testing in the College Counseling Guidebook, found on ExeterConnect for students and on the Parent Portal for parents/guardians.

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

The College Board and the Academy facilitate special testing arrangements for students with a documented disability. To become eligible for such services, each student requesting accommodations must submit the College Board's SSD Student Eligibility Form. The ACT has a similar qualification process. To be eligible for any special accommodations for any test, a student must have documentation on file in the Dean's Office that supports the need for requested accommodations and meets the guidelines for such documentation. Students must receive and utilize the requested accommodations, due to the disability, for school-based tests as well

The submitted documentation that supports the need for testing accommodations must state the specific disability; be completed within three years of the request for accommodations; provide relevant educational, developmental, and medical histories; describe the comprehensive testing used to arrive at the diagnosis; describe the functional limitations supported by the test results; describe the specific accommodations requested; and establish the professional credentials of the evaluator. Qualified students wishing to use these services must contact the learning specialist and the College Counseling Office at least nine weeks in advance (two weeks for the Dean's Office to process all relevant materials and then seven weeks for the testing agency to render a decision). Again, contact with the Dean of Students Office and the CCO must be made nine weeks prior to the first testing date under these special accommodations. Once eligibility is granted, the student is automatically eligible for all subsequent testing under this program for the next three years.

NATIONAL AND SCHOOL-BASED STANDARDIZED TESTING

The College Board, ACT and the Academy facilitate testing arrangements for students with documented disabilities. To become eligible for such services, students and their families requesting accommodations must contact the Academy's learning specialist at least nine weeks prior to their first testing date. Students and their families will work with the learning specialist to determine their specific needs in both the classroom and for standardized testing. Required documentation from the school and other professional/certified sources will be needed to support the students' specific disabilities, which the learning specialist will submit when applying for testing accommodations for students. A Consent to Release form from the testing agency must be signed by parents/guardians and students before any documentation can be submitted for accommodation approval. These forms are kept on file at the Academy. The submitted documentation that supports the need for testing accommodations must state the specific disability; be completed within three years of the request for accommodations; provide

relevant educational (history of at least four months of classroom accommodations), developmental, and medical histories; describe the comprehensive testing used to arrive at the diagnosis; describe the functional limitations supported by the test results; describe the specific accommodations requested; and establish the professional credentials of the evaluator for standardized testing accommodations. If testing accommodations are approved, the students are automatically eligible for all subsequent testing under this program for the duration of their high school careers. At that point, students and families can be in touch with the Academy's standardized test coordinator regarding any questions that they have about the approved standardized testing accommodations.

Most students' testing accommodations can be administered at National Test Centers for both ACT and SAT testing. However, on the occasion that students are approved for "School-Based" testing accommodations, which require them to take either SAT or ACT testing at their current high school, these exams can only be administered on test dates when Phillips Exeter Academy's classes are in session. When the Academy is not in session, students who are approved for school-based testing accommodations are responsible for contacting test centers in their area that are willing to administer the exam to them with their approved accommodations. If the test center agrees to administer the exam, students will need to provide the test center with their information (i.e. SSD # for College Board testing; TAA Pin # for ACT testing; date of birth; home address; PEA CEEB # 300185). For ACT testing, students must provide an ACT Change of Location form to the test center; the test center will complete and email the form to actaaccom@act.org. For SAT testing, the administering test center must provide all the required information on school letterhead, and fax to the College Board at 609-771-7944. These special arrangements are not the responsibility of the standardized test coordinator, learning specialist or any other employee at the Academy. The dates that students and their parents/guardians need to be concerned with finding test centers for the 2018-2019 academic year are:

SAT TESTING

August 28, 2018
December 1, 2018
March 9, 2019
June 1, 2019

ACT TESTING

June 8, 2019
July 13, 2019

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 a permission form from their college counselor for a "college day," complete the form and return it to their counselor. The student will then submit the completed form to the Dean of Students Office and fill out an out-of-town form. For a student staying overnight on a college campus, the Dean's Office requires a written invitation from the host at the college or a statement from the Admissions Office confirming the student's visit, plus written parent/guardian permission, or parental permission via the Single Event Permission Form on the Parent Portal before an out-of-town will be approved. All college days must be taken on or before May 1. However, if students are admitted from a waitlist after May 1st, they will be granted one college visit day that can be taken until the end of the academic year.

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

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

Students should keep in mind the minimum attendance policy when planning to miss classes for college visits or any other reasons. See page 4 for full details of this policy.

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

REPORTING OF DISCIPLINE 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 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 process and a simple statement of the charge brought against the student. When a student is placed on Probation after filing an application, 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 action. We encourage students to send their personal statement prior to the Academy's Probation statement. After 10 calendar days from the Discipline Committee's decision, the College Counseling Office will send the Academy's Probation statement directly to the colleges. All colleges on a student's list (regardless of admission decisions) will be notified. Please note: All transcript requests will be accompanied by this Probation statement for seven years after graduation (if a college asks about discipline).

In situations where a student is Required to Withdraw from the Academy, the College Counseling Office will notify the colleges to which the student has applied through a written statement describing the charge and the change in status. The written statement will be sent to each college along with a final transcript (indicating the Requirement to Withdraw and the respective date of that withdrawal); this notification is issued within 10 calendar days of the decision. Students are encouraged to contact the colleges involved immediately and discuss the specifics of their situation. If such disciplinary action is taken after the student has been admitted to college, the College Counseling

Office is still obligated to notify any and all colleges of the change of status. Again, the College Counseling Office will notify all of a student's colleges in the fashion described above, regardless of whether or not the college/university requires a diploma or final graduation transcript.

REPORTING OF MEDICAL LEAVES TO COLLEGES

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

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

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

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

REPORTING OF DEAN'S AND PERSONAL LEAVES TO COLLEGES

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

LEAVING EXETER EARLY

On rare occasions, a student who has generally exhausted the Academy's curriculum, has demonstrated a significant level of academic achievement and has a high degree of emotional maturity may consider applying to college in the 11th-grade year. Such a process is unusual and should be approached cautiously, after consulting with the student's adviser, college counselor, subject teachers and academic deans. 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 director 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. Requests for a copy of a transcript must be made in writing to the College Counseling Office. Non-diploma students must request (in writing) transcripts from the Dean of Students Office.

STUDENT RIGHTS AND PRIVILEGES

The College Counseling Office recognizes and abides by all counseling principles set forth by National Association for College Admission Counseling (NACAC). We expect students and parents/guardians to abide by these principles, as described through the counseling process, as well. If students have questions about rights, responsibilities and obligations in the college application and admissions process, they should immediately seek clarification or explanation from a college counselor.

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

Early Action and Restricted Early Action are not binding like Early Decision. Students, if admitted, do not have to deposit until May 1, and may apply elsewhere. However, the Academy assumes 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 of 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 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. 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. 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/fswho.htm. In order to be eligible for federally funded financial aid, male students must register with the Selective Service.

LIBRARY

Housed in the Class of 1945 Library is a collection unsurpassed by any other secondary school. The building, designed by Louis I. Kahn, opened in 1971 and has the capacity for 250,000 volumes and more than 400 readers. But the library is more than a home for books. Storytellers and visiting musicians present concerts in Michael Rockefeller Hall. The Lamont Room and Kaplanoff Commons serve as settings for visiting poets, authors and symposia.

Seminar rooms and group study rooms located throughout the building are available for viewing videos, group study, student organization meetings and faculty workshops. The library is networked and wireless, and is set up to be the center on campus for information and technology. There are computers for public access to the internet; the library's catalog, BIBLION; electronic journals; databases; and many other electronic resources. Hot beverages are available in the Commons café, along with space for socializing between classes.

The library has 204 study carrels for student use; 112 have locking compartments in which students can store their belongings. Seniors and uppers may reserve a carrel for the year. The print book collection numbers more than 160,000 volumes, and there is access to over 140,000 e-books. In addition, the library regularly receives about 300 domestic and foreign magazines and newspapers, and has access to more than 25,000 online magazines and newspapers. The video collection includes more than 4,600 films for both academic and recreational use, plus access to 55,000 streaming films.

Established in 1994, the Academy's Music Library is located on the first floor of the Forrester-Bowld Music Center. The Music Library's collection has more than 6,500 items and consists of books, scores and sheet music representing a variety of musical traditions. Particularly well represented are works for solo piano, voice and chamber music ensembles, as well as larger works from the choral and orchestral repertoire.

An experienced library staff, more than 30 student assistants and an excellent reference staff introduce students to the library's print and electronic resources.

RELIGIOUS SERVICES

Phillips Church is the home for established religious groups, and a gathering place for many other groups of Exonians, adults and students. For those who are part of a particular religious tradition, their regular observances are held in the building. For those unaligned, or without belief, there are offerings that spark the religious and spiritual imagination.

Our interim school minister, the Reverend Heidi C. Heath, oversees all offerings of the department. Generally speaking, the minister serves as chaplain of the school, regardless of the faith of an individual or group. Reverend Heath is assisted in the running of the department by staff assistant Alexis Simpson. Our interim school minister works alongside a number of others who make the broad religious and spiritual work we do at Exeter possible. Rabbi Jennifer Marx Asch serves as adviser to the Exeter Jewish community. Ms. Khadijah Campbell serves as adviser to the Muslim Student Association. Ms. Lavinia (Vi) Richter serves as adviser to the Catholic Exonians. Matthew Daniell serves as teacher and adviser to our Buddhist meditation groups (for both students and adults). We also have an active Hindu Society, a newly forming Interfaith Discussion Group, and more. Many folks from outside of the Phillips Exeter Academy community also support the religious and spiritual life of our community throughout the year.

Following is the schedule of offerings for a typical week. Those activities that are unique to Phillips Exeter Academy are briefly explained.

SUNDAY:

Protestant worship, 12:30 p.m.

Phelps Sanctuary

Catholic Exonians, 5 p.m.-7 p.m. (biweekly)

Lower level

Puja, 7 p.m.

Hindu Puja Room, lower level

TUESDAY:

Evening prayer, 9:30 p.m.

Phelps Sanctuary

This is a candlelit service where student music provides a counterpoint to the words chosen by the school minister from a wide spectrum of thought deemed “spiritual” or “religious.” Even though the service is held at 9:30 on Tuesday evenings, underclass students who are in good disciplinary standing may check out to attend.

WEDNESDAY:

Meditation, 9:50 a.m.

Phelps Sanctuary

This service consists of an extended personal narrative, framed by music. Usually a faculty member speaks, but in the spring, seniors fill all slots. Often in the fall, an Academy trustee participates.

Christian fellowship with dinner, 6:30 p.m.

Lower level

FRIDAY:

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

Salah Room, lower level

Shabbat service and dinner, 6 p.m.

Lower level

Buddhist meditation followed by tea, 7 p.m.

Wicks Room, second level

ADDITIONAL STUDENT SERVICES

ATMS

The most convenient way for students to obtain cash is with an ATM card. There are two ATMs on campus. One is located next to Elizabeth Phillips Academy Center on the west side of Jeremiah Smith Hall and the second is in the Elizabeth Phillips Academy Center. As is common with ATMs, there is a charge (\$2.50) for each transaction in addition to any fees charged by your bank. A checking account for students is encouraged, either at a bank of your choosing at home or in Exeter.

CASH TO CARD MACHINE

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

EXETER BOOKSTORE

The Exeter Bookstore is managed by Barnes & Noble College to provide students with the textbooks and supplies that are necessary for course work. General reading books, snacks, greeting cards, and Exeter clothing and souvenir items are also available. Barnes & Noble accepts the following methods of payment: PEA Lion Card, Barnes & Noble gift cards, Discover, VISA, MasterCard, American Express, debit cards with credit card logos, cash, and travelers checks. The Exeter Bookstore offers students the opportunity to sell back their textbooks at the end of each term, as well as a textbook rental program, which represents substantial savings compared with the purchase of new books. Books can be rented for the term or, in some cases, for the full year, and need only be returned to the bookstore by the due date. More information can be found at exeter.bncollege.com.

LINEN, LAUNDRY AND DRY CLEANING SERVICES FOR BOARDERS

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

LINEN SERVICE. Linen service includes the laundering of all Academy-issued linen. Students who prefer to use their personal sheets or towels can send those linens to E&R for laundering as well. Upon arrival at PEA, boarders will find in their room 1 laundry bag, 4 flat sheets, 2 pillowcases, and 6 bath towels. Beds have 80-inch mattresses that take extra-long twin or “dorm” sheets. Students may bring their own pillow, blanket and comforter.

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

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

- Students enrolled in E&R's personal laundry service who would also like to use the dorm washers and dryers occasionally can purchase a laundry card for a \$5 refundable deposit from the card-dispensing machine located in the lower level of the Elizabeth Phillips Academy Center. E&R's campus representative will put an initial \$25 of value on the card. Students may place additional value on the cards in increments of \$5, \$10 or \$20 by using the card-dispensing machine. The cost of the dorm washers and dryers is \$1.50 per load. Students who lose a card may replace it for the \$5 cost at the card-dispensing machine. Students can visit E&R's laundry representative in the Agora at Elizabeth Phillips Academy Center on Thursday, 12:30 to 1:00 p.m., to have the initial \$25 placed on their laundry card, or if they have laundry-related questions. (Students who are not enrolled in E&R's laundry service may purchase a card for \$5 and then add value to the card themselves in increments of \$5, \$10 or \$20 by using the card-dispensing machine.)

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

ENROLLMENT IN E&R'S OPTIONAL LAUNDRY, DRY CLEANING, GENTLE-CARE AND PRESSING SERVICES. E&R will mail a promotional piece and an order form over the summer to all boarding students. Parents can also enroll and pay for service by visiting E&R Laundry's website: www.thecampuslaundry.com.

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

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

All items must be in the pickup location by 8 a.m. and bags must be zipped shut. E&R discourages, and cannot be responsible for, laundry turned in after the 8 a.m. pickup time or not sent in an E&R-issued laundry bag. Linen, laundry and dry cleaning are returned in two days. Pick-ups are on Thursday and drop-offs are on Saturday.

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

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

LOSS AND DAMAGE. E&R will reimburse students for lost and damaged items, but cannot assume responsibility for fading and shrinkage, articles left in pockets, or damage to synthetic materials that do not withstand commercial washing, drying and pressing. Issues must be reported within seven (7) days of original processing.

Claims must be made promptly by visiting E&R's campus representative in the Agora at Elizabeth Phillips Academy Center, Thursday 12:30 to 1:00 p.m. Students may also call E&R's School Customer Service Office directly at 800-243-7789, extension 714, between 8 a.m. and 5 p.m. Monday through Friday, or send an email inquiry any time to info@eandrcleaners.com

ACADEMY COMPUTING AND NETWORK RESOURCES

COMPUTER LABS

Computer labs are located in academic buildings throughout campus. Majority of 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 particular department. See the specific lab for its schedule.

LAB LOCATIONS:

Mayer Art Building:

Art Department (Mac photo editing)

Forrestal-Bowld Music Center:

Music (Mac music editing)

Library:

Several computers (Windows and Mac) available for use in the Library Commons and Main Floor

Theater and Dance Building:

Theater Tech Room (Mac)

Phillips Hall:

Open to all (Windows)

Elizabeth Phillips Academy Center:

Club Offices (Windows and Mac)

CARE OF THE LAB AND COURTESY

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

The facilities are intended to be quiet work areas. Although groups may work together on assignments, individuals should be courteous by ensuring that their collaboration does not disrupt the work of others. Instructors and proctors will monitor the behavior in these areas.

NETWORK SERVICES

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

Wireless network connectivity is available throughout campus; personal wireless routers are not allowed. All students are provided with access to the internet, a personal email account, Microsoft Office 365, Dropbox cloud storage, and printing.

SERVICES AND RESOURCES

- Wireless Access
- Internet Access (24/7)
- Printing (web print; public printers)
- MS Outlook Email
- MS Office 365 applications
- Dropbox Business
- Canvas (course sites)
- ExeterConnect: <https://connect.exeter.edu> (community portal for all faculty, staff and students)
- Library research data base: Bibilon
- LionLinks: <https://lionlinks.exeter.edu> (course registration, grades and comments, etc.)
- <https://www.lynda.com> (online training resources)

For more information on technology at Phillips Exeter Academy, visit www.exeter.edu/technologyguide.

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 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. The Academy does not filter access to the internet. As with other material available in print or on cable TV, parents should review their expectations with their children. On the computers students bring to campus, parents can install software such as CyberPatrol that limits access to sites.

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

COMPUTER SECURITY BEST PRACTICES

- Never share your user name or password
- Always log out or lock your computer when you walk away from your computer
- Use a security passcode on smartphones/tablets
- Do not click random links
- Do not download unfamiliar software off the internet
- Maintain OS/Windows updates and antivirus software

ACCEPTABLE USE

Students must be familiar with and abide by the school's acceptable use policy (see pages 57-59) prior to working on a lab computer or accessing the school intranet and internet resources.

ELIZABETH PHILLIPS ACADEMY CENTER

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

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

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

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

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

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

POST OFFICE

The Academy post office is located on the first floor of Elizabeth Phillips Academy Center. Mail is received daily from the U.S. Postal Service. All first-class mail and packages are sorted and distributed to the appropriate PEA box numbers throughout the day. Packages are also received daily from other messenger services, such as United Parcel Service, Federal Express and DHL.

The post office handles interoffice memos, student messages and club notices. The faculty uses the post office as a distribution center for student papers and class notices. Facsimile transmissions for students are accepted and distributed. The fax number is 603-777-4384. Out-of-town permissions and invitations should be faxed directly to the Dean's Office at 603-777-4396. The direct telephone line to the post office is 603-777-3424.

The post office is also an on-campus site for the purchase of stamps. Window hours are 8 a.m. to 3:50 p.m. daily. The mailroom is closed during assembly. Saturday hours are 9 to 11:50 a.m. when classes are in session.

STUDENT MAILING ADDRESS

Observing the first-class mailing format that follows is very important. Include the PEA # to ensure proper and timely delivery. The PEA # will be available to students in Lion Links just prior to arrival on campus. Parents can view their student's PEA # on the parent portal www.exeter.edu/portal also at that time. (note: PEA # changes each year).

Student Full Name (please, no nicknames)

PEA # _____

Phillips Exeter Academy

20 Main Street

Exeter, NH 03833-2460

Please note: *students requesting that a newspaper subscription be sent to 20 Main Street need to have the circulation department label their name on each newspaper's delivery.*

ADMINISTRATIVE OFFICES

CAMPUS SAFETY

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

FACILITIES MANAGEMENT

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

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

The department's vision is to be a customer-focused facilities organization based on core values of respect, excellence (work ethic, education, knowledge), non sibi (cooperation and collaboration) and trust. A leadership team oversees the department. Through the efforts of more than 100 full-time and part-time employees, the department maintains 1,320 acres of grounds, and approximately 1.5 million square feet of building space (157 buildings total, including 25 dormitories and 134 faculty residence units). Included in this maintenance effort are approximately 200 acres of developed grounds, playing fields and the campus network of roads, parking areas and walkways.

THE FINANCE OFFICE

The Finance Office is located on the second floor of the Jeremiah Smith building. The Finance team includes Accounts Payable; Student Accounts and

Accounts Receivable; Payroll, Budget and Accounting; Endowment; Investments; and the Office of the Chief Financial Officer.

GLOBAL INITIATIVES

Exeter's Global Initiatives afford students opportunities to learn about the world through curricular courses during the academic year and experiential travel programs during the thanksgiving, spring and summer breaks. They also provide faculty with professional development opportunities around the globe, and reach out to schools in the U.S. and abroad with harkness training. Ultimately, these global experiences come back

to Exeter's classrooms, where they spread insight, build connections and encourage active engagement across national borders. Ms. Eimer Page is the Director of Global Initiatives and support is provided by Ms. Barbara Darby.

HUMAN RESOURCES

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

HR'S PRIMARY FUNCTIONS INCLUDE:

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

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

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

Student Work Program (see Student Work Program, page 35). Students may find additional information on ExeterConnect>Resources>Campus Life>Student Work Program.

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

INFORMATION TECHNOLOGY

The Information Technology Department oversees information technologies at Phillips Exeter Academy. IT supports student technology resources that include network accounts, email, wireless network connectivity, printing, Microsoft Office, Dropbox cloud file storage and access to 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 located at the Data Center, 255 Water Street (corner of Main and Water streets), the Academy Building, room 018, or Phillips Hall, room 004.

THE PRINCIPAL'S OFFICE

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

The principal is the chief executive officer of the Academy and is answerable to the Trustees. In consultation with the Trustees, administration and faculty, the principal sets the priorities for use of the Academy's resources. The principal officially appoints all members of the faculty and makes final decisions with regard to continuing appointment. The principal

meets frequently with students, teaches occasionally, advises student organizations upon request, and may also do dormitory duty. The principal presides at faculty meetings, and works closely with the dean of faculty, faculty committees and individual faculty members on both ongoing and new initiatives.

The principal heads a leadership team that includes the assistant principal; chief financial officer; deans of faculty, students, and enrollment and external relations; the general counsel; and the directors of diversity, equity and inclusion and student well-being. This leadership team administers the key offices of the Academy.

ACADEMY POLICIES

ACCEPTABLE USE POLICY

PURPOSE

This policy defines and describes Phillips Exeter Academy's commitment to ensure the legal, ethical and appropriate use of technology resources at the Academy, including, but not limited to, computer equipment, software, networks and voice systems.

The technology resources are provided to support the Academy's educational and business operations. Academy technology resources are the property of the Academy; use of these resources is a privilege and not a right. Individuals who are provided access to Academy technology resources assume responsibility for their appropriate use; the Academy expects individuals to be careful, honest, responsible and civil, and at all times to be in compliance with all Academy policies and with state and federal law.

SCOPE

This policy applies to all users of Phillips Exeter Academy's technology resources. Technology resources include all software and hardware owned, leased or subscribed to by the Academy and may also be referred to as systems. This policy also applies to all personally owned equipment that connects to the Academy's network.

AUTHORIZED USE

- An authorized user is any person who has been granted authority by the Academy to access computing, network and voice systems. Unauthorized use is strictly prohibited.
- By accessing the Academy's network, you have consented to the Academy's authority and rights as set out in this policy with respect to the Academy's technology resources, as well as with respect to any information or communication stored or transmitted over such technology resources.

- When a user ceases being a member of the Academy, or is placed on involuntary leave, this authorization terminates immediately, except for students on medical or personal leave, during which the students retain email and network access. If a user is assigned a new position and/or responsibilities, authorization to use technology resources not necessary for the new position will also terminate.
- Incidental use for personal, non-business purposes is acceptable, but must not negatively impact system performance, classes or Academy business.

RESPONSIBLE USE

- Individuals who are assigned data and voice network accounts are solely responsible for how they are used. Individuals may not share or borrow accounts and passwords with others.
- Users may not access the personal or confidential accounts and files of others without permission. Users are prohibited from acting in ways that are unethical, illegal or invade the privacy of others.
- Users must maintain the confidentiality of the Academy's sensitive information and comply with Academy information security and privacy policies and with federal and state laws. This includes, but is not limited to, using appropriate information security protocols such as encryption and password protection, and locking down systems when not in use.
- Any communication, internal or external, must clearly identify the sender. Individuals may not send any type of message or represent themselves anonymously or under another name or identity. Altering electronic communications or any electronic presence to hide your identity or impersonate another person is prohibited.

- Users are responsible for both the content and possible effects of their messages on the network. Prohibited activities include, but are not limited to, creating or propagating viruses, materials in any form (text, sounds, images, video) that reflect negatively on the Academy, chain letters, inappropriate messages (including discriminatory, harassing or retaliatory material) and billable services.
- Users must abide by all copyright and other laws governing intellectual property use. Users are prohibited from using Academy networks or equipment for the acquisition, storage or distribution of any digital content that they do not have legal right to use, including, but not limited to, copying and sharing software, images, music and movies.
- Users must adhere to all software license and software-as-a-service provisions. No software may be installed, copied or used on Academy equipment except as permitted by law.
- Users are required to have updated virus protection software on their computers when connecting to the Academy network.
- Users must comply with IT security update processes and directions for end-user devices, maintaining required security updates on their computers.
- Users should use caution when opening email attachments or other internet files, which may contain malicious software. Any computer found to be infected with viruses or malware to the extent that it may negatively affect Academy resources will have access to networks services revoked until such viruses and/or malware have been removed and updated antivirus software has been installed. IT must be notified immediately if a user knows or suspects that their machine has contracted a virus.
- compromise or interfere with system security and performance.
- Use of the Academy’s technology resources or data for commercial purposes without prior authorization.
- Connecting any secondary physical network, including, but not limited to, modems, bridges, routers, wireless access points or other network devices, to the Academy network without prior authorization from the director of IT.
- Use that is inconsistent with the Academy’s nonprofit status. The Academy is a nonprofit, tax-exempt organization and is subject to specific federal, state and local laws regarding sources of income, political activities, use of property and similar matters.
- Using Academy technology in any way that suggests Academy endorsement of any political candidate or ballot initiative.
- Physical theft, rearrangement or damage to any and all Academy technology equipment, facilities or property.
- Undisclosed and unauthorized recording or streaming or taking still photographs of other individuals within the PEA community. Individuals are not permitted to make or attempt to make an audio or video recording or take photos of private, nonpublic conversations and/or meetings on the premises, without the knowledge and consent of all participants subject to such recordings, and, in the case of students, without the consent of the dean of students. The use of undisclosed hidden recording devices is prohibited, as is the transmission and/or distribution of any such recordings or pictures. Please note that New Hampshire is one of several states that require the consent of every party to a phone call or conversation in order to make any recording lawful. New Hampshire’s so-called “two-party consent” law makes the undisclosed or unauthorized recording of another individual unlawful.

PROHIBITED ACTIVITIES

- Attempts to gain unauthorized access to the Academy’s computers, networks and systems.
- Attempts to exploit, test or probe for security holes or weaknesses on Academy computers and networks.
- Attempts to monitor, analyze or tamper with network data packets that are not explicitly addressed to your computer.
- Using a network address other than the one assigned by the Academy.
- Execution or compilation of programs that are intended to or have the potential to
- Accessing the Academy’s network or equipment to create, access, download, edit, view, store, send or print materials that are illegal, harassing, intimidating, discriminatory, pornographic or otherwise inconsistent with the Academy’s stated rules and policies as defined in *The E Book*, the *Employment Guidelines* and the *Faculty Handbook*.
- Use of the Academy’s technology resources for any type of illegal activity.

SECURITY

- The security and integrity of information stored on each user's computer is the responsibility of the individual user. Computer accounts, passwords, security codes and other types of authorization are assigned to individual users and must not be shared with or used by others. The Academy reserves the right to bypass such passwords and to access, view or monitor technology resources and all of their contents. By accessing the Academy's technology resources, you have consented to the Academy's right to do so.
- Users may not attempt to circumvent or subvert the security provisions of any system.

PRIVACY EXPECTATIONS

- The Academy's network, voice and computing resources are the property of the Academy. The Academy will, to the extent possible, or practicable, respect the privacy of all account holders on the network. However, the Academy reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access the Academy's network, and IT may be required by law to allow third parties to do so. Electronic data may become evidence in legal proceedings. IT will participate as required in any investigation as directed by general counsel or their designee.
- The Academy places a high value on privacy and recognizes its critical importance in an academic setting. There are nonetheless circumstances in which, following carefully prescribed processes, the Academy may determine that certain broad

concerns outweigh the value of an individual's expectation of privacy and warrant Academy access to relevant technology systems without the consent of the individual. If there is reasonable evidence to suspect a breach has occurred or that the network is being compromised, IT will take appropriate actions to protect the Academy's technology and information assets.

- The Academy reserves the right to protect systems, software, individuals and contents of the network from potential or actual harm.
- Users should exercise caution when storing, processing and/or transmitting personal and sensitive data.

ENFORCEMENT AND SANCTIONS

- All members of the community are expected to assist in the enforcement of this policy. Violations of this policy may result in a variety of disciplinary actions, which may include the loss of computer, telephone or network access privileges or dismissal for employees and requirement to withdraw for students. Some violations may constitute criminal offenses as defined by local, state and federal laws, and the Academy may initiate or assist in the prosecution of any such violations to the full extent of the law. The Academy will report to the police any violation that falls under the New Hampshire Safe School Zone Act (see page 13).
- Any suspected violation of this policy should be reported immediately to the director of information technology as well as to general counsel, the dean of students, dean of faculty or director of human resources.

INTERNET AND SOCIAL MEDIA POLICY

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

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

- Information posted on social media sites can potentially be viewed by anyone and is never truly deleted. Thus, make sure to review privacy settings on social media sites and exercise care and good judgement when posting content.

- Be careful not to post personal information about yourself or other students, e.g., addresses, birthdates or phone numbers, which can enable identity theft or put yourself and others at risk.
- Members of the community have varying degrees of comfort with their words and images being posted online; as such, consider others' privacy and seek permission before posting information and photos on the internet.
- Nothing that constitutes bullying, harassment, discrimination or sexting may be posted on social media sites. See the Academy's Bullying, Harassment and Hazing Policy (pages 10-11) and the Sexting Policy (page 13).
- Unless you have the Academy's permission to do so, 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 disciplinary action. If you have a question about whether your social media activity meets these rules, please consult with the dean of students.

CAMPUS SAFETY, EMERGENCY RESPONSE AND PERSONAL SAFETY

FIRE SAFETY

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

BUILDING FIRE ALARM ACTIVATION

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

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

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

INDIVIDUAL ROOM SMOKE DETECTOR ACTIVATION

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

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

AREA EMERGENCY

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

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

CAMPUS EVACUATION

If a campus-wide evacuation is announced:

1. Boarding students will be instructed to return to their assigned dormitory via Exeter Alert. Attendance will be taken in the common rooms of each dorm. Student will be directed to pack a small bag of provisions, meet again in the common room and await further instructions.
 2. Day students will be instructed via Exeter Alert to proceed to the Forum in the Elizabeth Phillips Academy Center where attendance will be taken and further instructions will be given.
 3. Dorm faculty should return to their dorms, assist in taking student attendance and await further information.
 4. If the emergency requires a full evacuation, boarding students will be instructed to go to the Love Gym, where they will board buses. If a short-term (less than four-hour) evacuation is required, students, residential faculty and families will be transported to Raymond High School and Raymond Middle School. For longer terms of evacuation, all will be transported to St. Paul's School.
 5. Day student transportation will be coordinated from the Forum in Elizabeth Phillips Academy Center.
1. Remain in the building and room you are in and ensure they are secure.
 2. Lock windows that could be used to access the building and close window shades.
 3. Remain quiet, turn off room lights, and move away from windows and doors.
 4. If possible, remain where you will be able to receive email and voice mail updates.
 5. Do not enter hallways, common areas, or move from room to room.
 6. Do not let anyone into a building or room during a campus lockdown.
 7. Do not make unnecessary outgoing phone calls — preserve your phone battery.
 8. If you are outside when a lockdown is initiated, do not check doors or wait outside a building in an attempt to gain access. You should immediately leave campus, go to a safe location and monitor text messages for incident updates.
 9. Report suspicious activity or information concerning the emergency to the Office of Campus Safety or the Exeter Police Department.

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

CAMPUS LOCKDOWN

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

PERSONAL SAFETY

1. Always lock your room except during a fire alarm activation and take your key. Do not leave the key in the door or near your room.
2. Do not admit strangers into your dormitory or into your room.
3. Always walk in lighted areas when traveling after dark.
4. Always travel in groups after dark.
5. Do not take shortcuts behind buildings or through secluded areas.
6. Hoverboards are not permitted in any campus location due to fire safety concerns.
7. Do not jump off the Hill Bridge or swim in the Exeter River. Removal of a dam in Exeter has lowered the water level significantly and increased the associated risk.

8. Skating on the Exeter River is strongly discouraged. Ice thickness and safety are difficult to determine and the river can be extremely hazardous. Students skate at their own risk and may not skate alone.
 9. Rafting or boating of any kind without adult supervision is not allowed.
 10. Do not go beyond Court Street, behind Health Services or into Swasey Parkway after dark.
 11. Register bicycles with Campus Safety and lock them when unattended, even in bicycle storage areas.
 12. Contact your dorm faculty member or Campus Safety to report your destination and anticipated return time if you plan to cycle off-campus for a significant distance and/or to the beach.
 13. Students must buckle their seatbelts whenever they ride in Academy-owned vehicles or the personal vehicles of faculty/staff members.
 14. Use care when crossing streets. Always use crosswalks. Look both ways before crossing and make sure the oncoming vehicles have come to a complete stop before entering the roadway.
 15. Do not go up on the roofs of school buildings.
 16. Report all suspicious persons and activities immediately to Campus Safety. "See Something, Say Something."
- Exterior emergency telephones are strategically located around campus, providing direct communication to local police, fire and ambulance services. All of the telephones are handicap accessible.

DRUG-TESTING POLICY

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

- Drug testing may be performed using a Breathalyzer or by analyzing saliva, urine, blood or hair. Urine, blood and hair samples will be collected at the Health and Wellness Center or at a hospital or other medical facility. Saliva and breath samples may be collected anywhere on campus.
- Failure to consent to testing, failure to show up for testing or evidence of attempted adulteration may cause a test to be presumed positive.
- All costs associated with drug testing will be billed to the student's parent(s) or guardian(s).
- In the case of a suspected rules violation in progress, a positive test may result in disciplinary action.
- In the case when periodic drug testing (PDT) is required as part of an ASAP referral from the Dean's Office, test results never result in disciplinary action. A positive test (i.e., drugs detected) will simply become the subject of discussion with the student's counselor, health educator, adviser and parents. Multiple positive tests that suggest a chronic substance use problem will prompt consideration of a medical leave of absence.
- Test results will be shared with the student, the student's parent(s) or guardian(s), the student's adviser, and the deans. If collected as part of an ASAP referral, the results will also be shared with the student's clinician(s) and/or health educator. If collected as part of a suspected rules violation in progress, the results may also be shared with the Discipline Committee.
- The Academy typically relies on urine testing and Breathalyzers for periodic drug testing (PDT) or when there is a concern about a student's substance use. Parents 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 disciplinary action. However, any students who take the responsibility to proactively seek help for their own or another's use of alcohol or other drugs will be supported in this effort, with a nondisciplinary response (see sections on NDR and ASAP, pages 14-16).

Health and Wellness Center staff can provide education and counseling and arrange for referrals and outside evaluations. In addition, for health and safety reasons, it is important that intoxicated students be taken to the Health and Wellness Center. In this circumstance as well, the care will be provided without disciplinary response (see Academy Student Assistance Program, pages 15-16).

MEDICAL LEAVE OF ABSENCE POLICY

A medical leave of absence enables a student to receive medical and/or psychological treatment at home or off-campus and officially remain 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 consecutive terms.

The dean of health decides whether to grant a medical leave of absence in consultation with the school doctor, school counselor, adviser and other faculty deemed appropriate. 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.

There are certain medical and psychological conditions and behaviors which require treatment not well suited for those living in a residential school environment.

An example of one such condition is a severe eating disorder, requiring 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.

If you need more information about the medical leave process, please contact the Dean's Office. (Note also the section entitled Reporting of Medical Leaves to Colleges, page 45. For information on other leaves, refer to Personal Leaves on page 64 or Dean's Leave on page 9.)

A student on medical leave may visit the school only with the dean's permission and when accompanied by a parent or guardian.

OTHER AGENCIES

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

MEDIA AND PHOTOGRAPHY POLICY

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

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

The Academy routinely captures photos and live or taped video of its students, employees and visitors to campus and uses these images on its website and social media channels and in the alumni magazine, fundraising materials, advertisements and student publications. The Academy reserves the right to reproduce these images and files. By studying at, working at or visiting PEA, an individual acknowledges this right of the Academy.

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

PARENT POLICIES AND EXPECTATIONS

FOR PARENTS WHO LIVE APART The Academy seeks to establish an efficient and productive communications process with a student’s parents. Generally, information about a student is available to both parents. However, when a student’s parents indicate that they live apart, the Academy designates one primary parent. Certain information and communication is made available only to the primary parent. This includes, but is not limited to, information regarding permission and authorization forms. The Academy assumes that the primary parent 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 only upon a written agreement, signed by both parents of the student, or by an order issued by a court having competent jurisdiction. Any questions regarding the designation of the primary parent 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 request the withdrawal of a student or deny enrollment or reenrollment of a student.

PERSONAL LEAVE OF ABSENCE POLICY

On rare occasions, a student will be granted a personal leave of absence for one, two or three terms. A personal leave of absence enables a student to pursue interests outside of or beyond the scope of the Academy’s curricular and extracurricular offerings. A personal leave may be granted for a maximum of one year only. Personal leaves have traditionally been granted for extensive athletic preparation and competition in sports such as golf, tennis and hockey. Leaves have also been granted for students to pursue areas of study or study abroad in locales which the Academy does not provide or is unable to accommodate.

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

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

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

For information on other leaves, refer to Medical Leaves on page 63 or Dean’s Leave on page 9.

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.

RECYCLING GUIDELINES

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

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

Plastic Bags can be recycled at local grocery stores.

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

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

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

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

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

Batteries. Place any used lithium, nickel-cadmium, alkaline and lead acid batteries into the clear and white “battery” bins, located in each dorm and in academic buildings throughout campus. Contact your dorm custodian when these bins are full so that they can be delivered to Environmental Compliance in Facilities Management.

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

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

10 TIPS FOR REDUCING YOUR ECOLOGICAL FOOTPRINT

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

1. *Electricity:* Always turn off lights, stereos and other electrical devices when leaving a room, even if for a short time, and put computers in sleep or hibernate mode. Unplug chargers when not in use.
2. *Lighting:* Use energy-saving compact fluorescent light bulbs instead of incandescent bulbs. Ask your custodian for these bulbs. Recycle your spent or broken CFLs by giving them to your custodian to dispose of properly.
3. *Heating:* Keep storm windows closed during the heating season. Use the valve on your radiator to control room temperature. Report faulty valves or other heating problems to facilities management at 603-777-4444.

4. *Water:* Turn off water faucets snugly. Report any leaks or drips to your dorm custodian or facilities management at 603-777-4444.
5. *Water:* Limit showers to eight minutes or less. Turn off the water between wetting down and rinsing off. Turn off the sink faucet while brushing your teeth or washing. Use a water bottle at one of our filtered water stations instead of buying bottled water.
6. *Food Waste:* both dining halls and the grill compost all food waste. Elm street saves water with trayless dining. Please take only the food you will eat, don't use a tray at elm street, and place any food waste from the grill in the compost waste receptacle.
7. *Paper:* reduce your paper use by keeping notes and reading documents online. Use both sides of a piece of paper before recycling, and print double-sided. Consider whether you really need to print or make a photocopy of something.
8. *Packaging Waste:* When online shopping at Amazon or other retailers, choose products labeled frustration-free packing, with reduced packaging, and packaging that contains recycled or recyclable materials. Break down cardboard and other packaging at the mail room package station. Instead of buying something new, consider if you can get the same item from The Exchange. Donate clothing and electronics you no longer need to charitable organizations or to The Exchange.
9. *Reduce your consumption, reuse items when possible, and recycle as much as you can.* If something can be easily repaired or restored instead of thrown away, take a few minutes to do so. The Academy's philosophy of sustainability is Reduce, Reuse, Recycle, Restore. Every person's actions matter.
10. *Encourage your friends and dorm mates to follow these tips!* Together, our actions can make a difference.

STUDENT PUBLICATIONS GUIDELINES

A Phillips Exeter Academy student publication:

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

PUBLICATIONS APPROVAL PROCESS

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

BLOGS

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

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

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

PUBLICATIONS GUIDELINES

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

TUTORING POLICY

Academic classes are held around the Harkness table, which promotes student engagement and active learning from one another. Because classes are small, teachers are able to be attentive to the needs of individual students. Occasionally, students do struggle academically, and when that happens we encourage them to first seek help directly from their classroom teacher(s). Since Exeter is a residential school, most teachers live on or near campus and are available outside the classroom on a regular basis. Working with the classroom teacher will provide the student with guidance and information that is directly related and beneficial to the student's improvement in that class. Therefore, Phillips Exeter Academy does not encourage students or their parents to hire outside tutors.

We recognize that some students may struggle with content within a course or a specific subject overall, such as math or a language. We also acknowledge that some students need to work on or develop their study skills in order to improve their mastery and achievement in their courses. With that in mind, we offer the Academic Support Center, on campus, which is an additional

resource for students beyond their classroom teachers. The Academic Support Center provides individualized help in some content areas and study skills, through our learning specialist. The center also offers extensive peer-tutoring every school night in math, science and languages, as well as peer review of papers and essays.

Given the unique nature of our classes and pedagogy, students should utilize the resources outlined above and not hire outside tutors, who are less familiar with Exeter curricula. There may be a time when a more sustained and focused need for tutoring arises in a student's time at Exeter. In some cases, a tutor in math, language or science can be recommended through consultation with our dean of academic affairs.

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 in a private or public location, without the knowledge and permission of the school through the Dean of Students Office. For the safety of our students, all employees, tutors and external test prep services are background-checked and clearly identified.

TUITION 2018-2019

TUITION CHARGES*

BOARDING	DAY
Tuition	
\$53,271	\$41,608

** 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 1, 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 1, parents must enroll online in either the two- or 10-payment plan. Please visit www.exeter.edu/paymentplans for additional information.

IMPORTANT DATES

APRIL 10

Enrollment contract and deposit due

MAY 1

Online enrollment for tuition payment plans opens

MAY 15

First installment due — 10-payment monthly plan

JULY 1

First installment due — two-payment plan

JULY 1

Full payment of tuition and fees OR enrollment in online payment plan due

NOVEMBER 1

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 from the adverse effect of withdrawal from the Academy. The Academy strongly encourages parents to participate in the Tuition Refund Program.

Parents 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.

Parents 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 at www.exeter.edu/studentaccounts and on 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

The family of each student who applies to the Academy may also apply for financial aid, which is awarded on the basis of the family's financial need. Financial need is established through an analysis of a completed Parents' Financial Statement (PFS) for the School and Student Services for Financial Aid (SSS by NAIS) program, administered by the National Association of Independent Schools. The form allows for a detailed accounting of a family's resources, namely income and assets. The PFS is completed and submitted online through SSS by NAIS. In addition, parents are asked to submit to SSS by NAIS a copy of their most recent IRS Form 1040 with appropriate schedules and W-2 forms. SSS by NAIS makes all submitted paperwork available to Exeter electronically. All financial aid is in the form of a grant, which does not have 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. Communication regarding the renewal process is sent in January to returning families. A family is required to complete the PFS and submit their most recent tax documents by April 15, so that the committee can conduct a review and make whatever adjustment in financial aid is necessitated by changes in those circumstances and tuition increase.

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

Please contact Mr. John Hutchins (jmhutchins@exeter.edu; 603-777-3434), director of Admissions and Financial Aid, with questions about financial aid

DESCRIPTION OF STUDENT ACCOUNTS

1. *Regular Session Account.* Tuition, financial aid, and mandatory and optional fees are billed on the student's Regular Session account.
2. *Lion Card Account.* Once funds have been added to a student's Lion Card account, the student can make on-campus purchases with the card at the Grill, Bookstore and Student Activities Office. With the Lion Card, there is not a need for students to carry cash for on-campus purchases. Funds can be added to the Lion Card account through our secure online bill payment system, our on-campus cash to card machine or via check or wire transfer. Visit www.exeter.edu/lioncard for additional information. Lion Cards should be safeguarded from loss and identity theft to ensure the card will not be used without authorization. If a Lion Card is lost, the Campus Safety Office should be contacted immediately at 603-777-4444 so it can deactivate the card. A replacement card can be purchased for a fee at the Campus Safety Office, which is located in the building behind the Gym complex.
3. *Other Campus Charges Account.* Music and dance lessons, art course fees, and other miscellaneous academic and campus charges are billed on the student's Other Campus Charges account.

PLEASE NOTE

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

STUDENT ACCOUNTS

Phillips Exeter Academy, in partnership with TouchNet, has a convenient online bill payment system. The Finance Office posts all bills electronically to our online bill payment system. Parents will receive an email notification when a new billing statement is issued. No paper bills are mailed to home addresses. Parents can designate an authorized user to be associated with the account and this authorized user will also receive email notifications that a bill has been issued. Please visit www.exeter.edu/studentaccounts for additional information.

Parents can access the Academy's online bill pay system through the Parent Portal at www.exeter.edu/portal. Once logged into the portal, click the "Billing Center" link in the menu.

PAYMENTS ON STUDENT ACCOUNTS

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

Cash payments are not accepted for student accounts. The Academy offers a convenient online bill payment system, and funds can be added to a student's Lion Card account using our on-campus cash to card machine.

APPENDICES

2018-2019 STANDARDIZED TESTING SCHEDULE

PSAT EXAM

TEST DATE	REGULAR REGISTRATION DEADLINE
October 13, 2018	October 3, 2018

The PSAT will be administered at Exeter High School. Uppers are automatically registered for the test. Lowerers will receive registration instructions from the standardized test coordinator. Please visit the College Board website for more information about the PSAT/NMSQT: <http://collegeboard.org/psat>.

SAT I & SAT II SUBJECT TESTS

TEST DATES	REGULAR REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE
August 25, 2018 **	July 27, 2018	August 15, 2018
October 6, 2018	September 7, 2018	September 26, 2018
November 3, 2018	October 5, 2018	October 24, 2018
December 1, 2018 **	November 2, 2018	November 20, 2018
March 9, 2019 **	February 8, 2019	February 27, 2019
May 4, 2019	April 5, 2019	April 24, 2019
June 1, 2019 **	May 3, 2019	May 22, 2019

The SATs are offered at Exeter High School (test center code 30145). Transportation will be provided to this test center only. When registering online, please include PEA's CEEB code (300185) to ensure the school receives a copy of your scores. Please visit the College Board website for more information about the SAT: <http://www.collegeboard.org/sat>.

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

ACT TESTING

TEST DATES	REGULAR REGISTRATION DEADLINE	LATE REGISTRATION DEADLINE
September 8, 2018	August 10, 2018	August 26, 2018
October 27, 2018	September 28, 2018	October 14, 2018
December 8, 2018	November 2, 2018	November 19, 2018
February 9, 2019	January 11, 2019	January 18, 2019
April 13, 2019	March 8, 2019	March 25, 2019
June 8, 2019 **	May 3, 2019	May 20, 2019
July 13, 2019 **	June 14, 2019	June 24, 2019

The ACTs are offered at Haverhill High School, Haverhill MA (test center code 221190). Transportation will be provided to this test center only. When registering online please include PEA's CEEB code (300185) to ensure the school receives a copy of your scores. Please visit the ACT website for more information about the ACT: <http://www.actstudent.org/registration>.

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

ADVANCED PLACEMENT EXAMS

MAY 6-17, 2019 (tentative dates)

AP exams are administered on campus; Registration information is available mid-February. Please visit the College Board website for more information about the AP exams: <http://apstudent.collegeboard.org>.

BUSINESS HOURS OF ACADEMY OFFICES

Main phone number connecting all departments: 603-772-4311
Post Office fax: 603-777-4384; Dean's Office fax: 603-777-4396
Please note: Academy office hours are subject to change.

OFFICE/CONTACT

PRINCIPAL

Mikki Deschaine

M-F: 8 a.m.–4:30 p.m.

Summer: M-Th: 7:30 a.m.–5 p.m.

F: closed

ADMISSIONS

M-F: 8 a.m.–4:30 p.m.

Select Sat.: 8 a.m.–noon

(October to January)

Summer: M-Th: 8 a.m.–4:30 p.m.

F: 8 a.m.–noon

ATHLETICS/PE

Tracy Coole

M-F: 8 a.m.–5 p.m.

M-F: 8:30 a.m.–noon

(during summer school)

BOOKSTORE

M-F: 8:30 a.m.–5 p.m.

Sat.: 10 a.m.–2 p.m.

COLLEGE COUNSELING OFFICE

School Year: M, T, Th,

F: 8 a.m.–4:30 p.m.

W: 8 a.m.–12:30 p.m.

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

Summer: M-Th: 8 a.m.–4:30 p.m.

F: 8 a.m.–noon. Sat.: closed

COMMUNICATIONS

M-F: 8 a.m.–5 p.m.

DEAN OF FACULTY

Marilyn Chew

M-F: 8 a.m.–4:30 p.m.

Summer: M-Th: 8 a.m.–4:30 p.m.

F: 8 a.m.–noon

DEAN OF STUDENTS

M-F: 8 a.m.–5 p.m.

Sat.: 8 a.m.–noon

(during school year)

Summer: M-Th: 8 a.m.–4:30 p.m.

F: 8 a.m.–noon

DINING SERVICES

Administrative Office

8:30 a.m.–4:30 p.m.

FACILITIES MANAGEMENT

Administrative Office

M-F: 7:30 a.m.–4 p.m.

FINANCE OFFICE AND STUDENT ACCOUNTS

M-F: 8 a.m.–4:30 p.m.

Summer: M-Th: 8 a.m.–4:30 p.m.

F: 8 a.m.–noon

CAMPUS SAFETY DISPATCH CENTER

Open 24 hours a day/seven days a week

HUMAN RESOURCES

Amy Chick

M-F: 8 a.m.–4:30 p.m.

Summer: F: 8 a.m.–noon

INSTITUTIONAL ADVANCEMENT

M-F: 8 a.m.–5 p.m.

Summer M-Th: 8 a.m.–5 p.m.

F: 8 a.m.–noon

IT SUPPORT SERVICES

Peer Tech Support

Sun-Th: 7-9 p.m. Library Commons

Copy Center/Doc Support

M-F: 9 a.m.–1 p.m.

Summer: M-Th: 9 a.m.–1:00 p.m.

F: 9 a.m.–noon

Support Desk

M-F: 8 a.m.–5 p.m.

Sat. with classes: 8 a.m.–noon.

Summer: M-Th: 8 a.m.–4:30 p.m.

Fri: 8 a.m.–noon

Data Center

Academy Building, Room 018

Phillips Hall, Room 004

LAMONT GALLERY

Office Hours

M: by appointment

T-F: 9 a.m.–5 p.m.,

Sat.: 10 a.m.–4 p.m.

Summer: T-F: 9 a.m.–4 p.m.

Closed between exhibitions

LAUNDRY SERVICES (ELIZABETH PHILLIPS ACADEMY CENTER AGORA)

E&R Laundry

Th: 12:30–1 p.m.

LIBRARY

Gail Scanlon

M-F: 7:30 a.m.–9:30 p.m.

Sat. with classes: 7:30 a.m.–4 p.m.

Sat. with no classes: 9 a.m.–4 p.m.

Sun.: 10 a.m.–9 p.m.

ELIZABETH PHILLIPS ACADEMY CENTER

M-F: 6:45 a.m.–10 p.m.

Sat.: 7 a.m.–11 p.m. (classes)

Sat.: 8 a.m. - 11 p.m. (no classes)

Sun.: noon–10 p.m.

POST OFFICE

Joseph Goudreault

M-F: 8 a.m.–3:50 p.m.

Sat.: 9 a.m.–11:50 a.m.

Closed during Assembly

PROCUREMENT AND BUSINESS SERVICES

M-F: 8 A.M.–4:00 P.M.

STUDENT ACTIVITIES

M-F: 8 a.m.–5 p.m.

TRANSPORTATION

Daisy Jobarteh

M-F: 8 a.m.–3:30 p.m.

GRILL HOURS

7:30 a.m.–9:45 p.m.

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

Sat. with no classes: 4–10:45 p.m.

DINING HALL HOURS

Dining Halls are open 7 a.m.–7 p.m.

Breakfast

M-F: 7–9 a.m.

Sat. (Elm Street only): 7–11 a.m.

Sun. Brunch (Elm Street only):

9 a.m.–1 p.m.

Lunch

M-F: 11:30 a.m.–1:30 p.m.

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

Dinner

Elm Street (M,T,Th,F,Sun.): 5–7 p.m.

W: 5–8 p.m.

Sat.: 5–8 p.m.

Wetherell (M,T,Th,F): 5–7 p.m.

Closed on weekends and

Wednesday dinner.

For daily menu selections, dial "MENU" (X6368) or visit ExeterConnect>Dining Menus.

TRANSPORTATION IN THE EXETER AREA

BREAKS/CLOSE OF SCHOOL

The Academy provides free transportation to:

Boston, Massachusetts (Logan Airport)

Manchester, New Hampshire (Manchester Airport)

Connecticut (East Hartford, Milford/Fairfield, Stamford/Darien)

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

PEA TRANSPORTATION FOR ADDITIONAL CHARGE

The Academy offers transportation at an additional cost for times other than PEA-provided transportation at school breaks/close of the school year.

The fees are listed below:

Newburyport CJ Bus Terminal:

One way \$25 RT \$50

Boston Logan Airport:

One way \$65 RT \$130

Manchester Airport:

One way \$45 RT \$90

SHUTTLES AND LIMOUSINES

Boston Private Car, Inc.

800-546-6123

(www.limo-123.com)

C&J Trailways

(www.ridecj.com)

800-258-7111

Buses to/from Logan Airport (Boston)/South Station and to/from Newburyport, MA, and Portsmouth, NH (Pease Airport)

Cooper Coach

(www.coopercoach.com)

978-388-1111

Caren's Caravan

(www.carens.com)

877-772-7959

Vans to/from Logan Airport (Boston) and Manchester (NH) Airport

Greenrides, USA

877-642-6001

(www.greenridesusa.com)

Countryside Limo Service of Woburn, MA

781-938-5885

or fax: 781-938-5447

CTS/Carey Limo

800-437-7877

(www.carey.com)

Boston reservations required; 15% discount for PEA (must request discount when making reservation)

Flightline Seacoast

(www.flightlineinc.com)

800-245-2525

Great Bay Limousine

(www.greatbaylimo.com)

800-820-6117

Regal Limousine

(www.regallimo.com)

800-709-3500 or 603-964-9460

The Academy does not endorse any of the above listed companies. You are responsible for any contracts you negotiate.

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

AIRPORT AND TRAIN INFORMATION

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

(www.fly.faa.gov)

For Logan Airport (Boston):

(www.massport.com/logan-airport)

For Manchester Airport:

(www.flymanchester.com)

For Amtrak trains from South Station (Boston):

(www.amtrak.com)

For the local train, The Downeaster

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

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

For any other travel questions, please contact the Transportation Office at transportation@exeter.edu.

RESIDENT DORM FACULTY 2018-2019

(As of June 30, 2018; first name listed is dorm head)

ABBOT	Mr. Garvey Mr. Atif Ms. Labes	LANGDELL	Ms. Burke-Hickey Ms. Augustus-Ikwuakor Ms. Hofheinz
AMEN	Mr. Reichlin Ms. Collins Ms. Luther-Hillman	MAIN STREET	Mr. Schieber Mr. Caldwell Mr. McTammany Mr. Whittemore
BANCROFT	Ms. Halani Mr. Moriarty Ms. Brickhouse	MCCONNELL	Ms. Soucy Mr. BreMiller
CILLEY	Ms. Pacific Ms. Alvarez Mr. Leger Mr. Lincoln Mr. Mosley	MERRILL	Ms. Brockmyre Ms. Dean Ms. Haider
DOW	Mr. Talla	MOULTON	Ms. Hurley Ms. Feuerstein
DUNBAR	Ms. Marx Asch Ms. Alvarez Ms. Duke Mr. Friedlander Ms. Geer	PEABODY	Mr. Brodsky Mr. Stribling Mr. Perdomo
DUTCH	Mr. Kilinc	SOULE	Mr. Sain Mr. Hew Ms. Komarek
EWALD	Mr. Bartkovich Mr. Simpson	WEBSTER	Mr. Myers Ms. Caldwell Ms. Chapman Mr. Shang
FRONT STREET	Mr. Spanier Ms. Josef	WENTWORTH	Mr. Campbell Mr. Camilus Mr. Mitropoulos Mr. Reavill
GOULD	Ms. Ramesh	WHEELWRIGHT	Ms. Lambert Mr. Hartnett Ms. Woo
HOYT	Ms. Lazure Ms. Peterson	WILLIAMS	Ms. Breen
KIRTLAND	Ms. Marshall		
KNIGHT	Mr. Huoppi		
LAMONT	Mrs. Lovett Ms. Johnson		

PROCTORS 2018-2019

ABBOT

Toby Abelman
Mohammed Amin
Calvin Henaku
Jason Jin
Nick Tilson

AMEN

Ji Yoon Ahn
Selin Ferhangil
Mahogany Johnson
Ashley Lin
Ahlam Ibrahim

BANCROFT

Isadora Kron
Sarah Liberatore
Elizabeth Madamidola
Euwie Park
Katie Yang

CILLEY

Ray Alvarez-Adorno
Troy Marrero
Sam Michaels
Harrison Murray

DAY

Andrew Dawe
Elliot Diaz
Bella Ilchenko
Paul James
Hannah Grace Johnson
Kyle Kanchuga
Claire McGrath
Mike Pitts
Peyton Sanborn
Ethan Tanguay
Alan Xie

DOW

Paddy Bogart
Zach Morris
Prashant Saxena

DUNBAR

Gillian Allou
Grace Carroll
Ela Ferhangil
Amelia Lee
Caroline Matule
Christina Quinn
Elizabeth Yang

DUTCH

Andrea Liu
Elizabeth Pappas

EWALD

Aaron Baez
Jordan Davidson
Tommy Kim
Jaime Romero
Adar Tulloch

FRONT STREET

Raj Das
Michael Indelicarto
Josiah Paintsil
Christopher Roper
Tabor Wanag

GOULD

Niko Amber
Alexia Netcu
Gillian Quinto

HOYT

Emily Cloonan
Emma Dixon
Malobika Syed
Jadzia Tedeschi
Issy Wise
Jenny Yang

KIRTLAND

Stuart Wickard

KNIGHT

Oliver Bergeron
Jalen Thomas

LAMONT

Emma Cohen
Grace Gray
Victoria Lacombe
Rose Martin

LANGDELL

Bianca Beck
Gabby Brown
Juliana Merullo
Tina Wang

MAIN STREET

Calvin Chai-Onn
Jean-Paul Guité
Matthew Kang
Maxx Murray
Reese Popkin
Kendal Walker
James Wang

MCCONNELL

Jane Collins
Hillary Davis
Inumidun Oyeboode
Sarah Ryu
Wynter Tracey

MERRILL

Humu Braimah
Safa Firas
Sam Gove
Miranda Hall
Fiona Ku
Frances Treadwell
Helena Lemos

MOULTON

Hannah Brown
Lulu Ezekwenna

PEABODY

Thomson Brand
Josh Riddick
Ervin Williams

SOULE

Don Assamongkol
Andrew Loevinger
Cade Napier
Araaish Paul
Adrian Venzon

WEBSTER

Yaseen Ahmed
Giulio Carassai
Gavin Cotter
Matt Hawke
Aarsh Kak
Alex Mangiapane

WENTWORTH

JJ Beckerle
Jonah Johnson
Dhruva Nistane
Will Stokes
Peter Tuchler
Dylan Yin

WHEELWRIGHT

Gabby Allen
Priscilla Ehrgood
Lauren Leatham
Hannah Littlewood
Chinasa Mbanugo
Michaela Phan
Abby Zhang

WILLIAMS

Alayna D'Amico
Natalie Love
Madeline Potter
Ollie Young

STUDENT LISTENERS 2018-2019

ABBOT

Calvin Henaku*
Jason Jin
Nathan Sun

AMEN

Selin Ferhangil*
Ella Parsons*
Ji Yoon Ahn
Leah Cohen

BANCROFT

Elizabeth Madamidola*
Euwie Park*
Jill Cloonan
Rachel Won

CILLEY

Ray Alvarez-Adorno*
Troy Marrero
Erik Porras
Henry Tan

DAY

Sophie Bunnell*
Shelagh Coombs
Lucy Gilchrist
Emmy Goyette
Paula Perez-Glassner
Mike Pitts
Mary Provencal-Fogarty
Gavin Sabalewski
Magdalena Smyth

DOW

Deniz Akman

DUNBAR

Ingrid Bergill*
Janeva Dimen*
Ela Ferhangil*
Amelia Lee*
Asha Alla
Suan Lee
Clara Stucke
Samantha Weil

DUTCH

Emily Oliphant

EWALD

Jack Stewart*
Avery Clowes
David Gonzalez

FRONT STREET

Raj Das*
Samuel Chang

GOULD

TBA

HOYT

Heidi Lichtl*
Jenny Yang*
Joy Liu
Sloane Valen

KIRTLAND

Sarah Hardcastle

KNIGHT

Dylan Shen
Jalen Thomas
Stearns Weil

LAMONT

Greta Cullipher
Anna Shattuck
Alisha Simmons

LANGDELL

Gabby Brown*
Samantha Resnick*
Maya Basak
Lhamo Dixey
Isabel Robbins

MAIN STREET

Matthew Kang*
Kendal Walker*
Colt Delaney
Ian Rider

MCCONNELL

Sarah Ryu*
Olivia Lazorik
Inumidun Oyebode
Candy Tantichirasakul

MERRILL

Simone Harris*
Sophia Chang
Katya Davis
Anna Fahey

MOULTON

Samantha Olmsted*
Ella Fishman

PEABODY

Josh Riddick
Alexander Urquhart

SOULE

Isaias Cevallos*
Cade Napier*
Jeffrey Cheng
Charles Neuhaus

WEBSTER

Alex Mangiapane*
Gavin Cotter
Kaleb Washington

WENTWORTH

JJ Beckerle*
Dylan Yin*
Jinwoo Kang
David Kim
Nick Luzzo

WHEELWRIGHT

Hannah Littlewood*
Alexandra van Dijkum*
Abby Zhang*
Ruby Bagwyn
Aiwen Desai
Daria Prokopeca

WILLIAMS

Alayna D'Amico*
Francisco Silva

* signifies a second year Student Listener

MEMORANDUM OF UNDERSTANDING

This agreement is dated this 15th day of September 2017 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 R.S.A. 169-C, the Child Protection Act, and New Hampshire R.S.A. 193-D, the Safe School Zones Act, and New Hampshire R.S.A. 631:7, the law governing Student Hazing. This agreement supersedes and replaces the previous agreement dated September 3, 2009.

I. MANDATORY REPORTING PURSUANT TO R.S.A. 169-C, THE CHILD PROTECTION ACT.

- A. Pursuant to 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 weekend 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 R.S.A. 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). 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.
- 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 II in the event General Counsel or a representative from Campus Safety are unavailable.

- C. New Hampshire 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.
- D. 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.
- E. 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.
- F. 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) Homicide under RSA 630 Any death shall be immediately reported to law enforcement officials regardless of the suspected cause.
 - (ii) 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 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.
 - (iv) 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.
 - (v) 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.
 - (vi) 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.
 - (vii) 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.
- (viii) Illegal distribution 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.
- (ix) 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.
- (x) 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 her 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.
- (xi) 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 her 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.

G. 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 R.S.A. 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 her 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 R.S.A. 169-C, the Child Protection Act, and New Hampshire R.S.A. 193-D, the Safe School Zones Act, and New Hampshire R.S.A. 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.

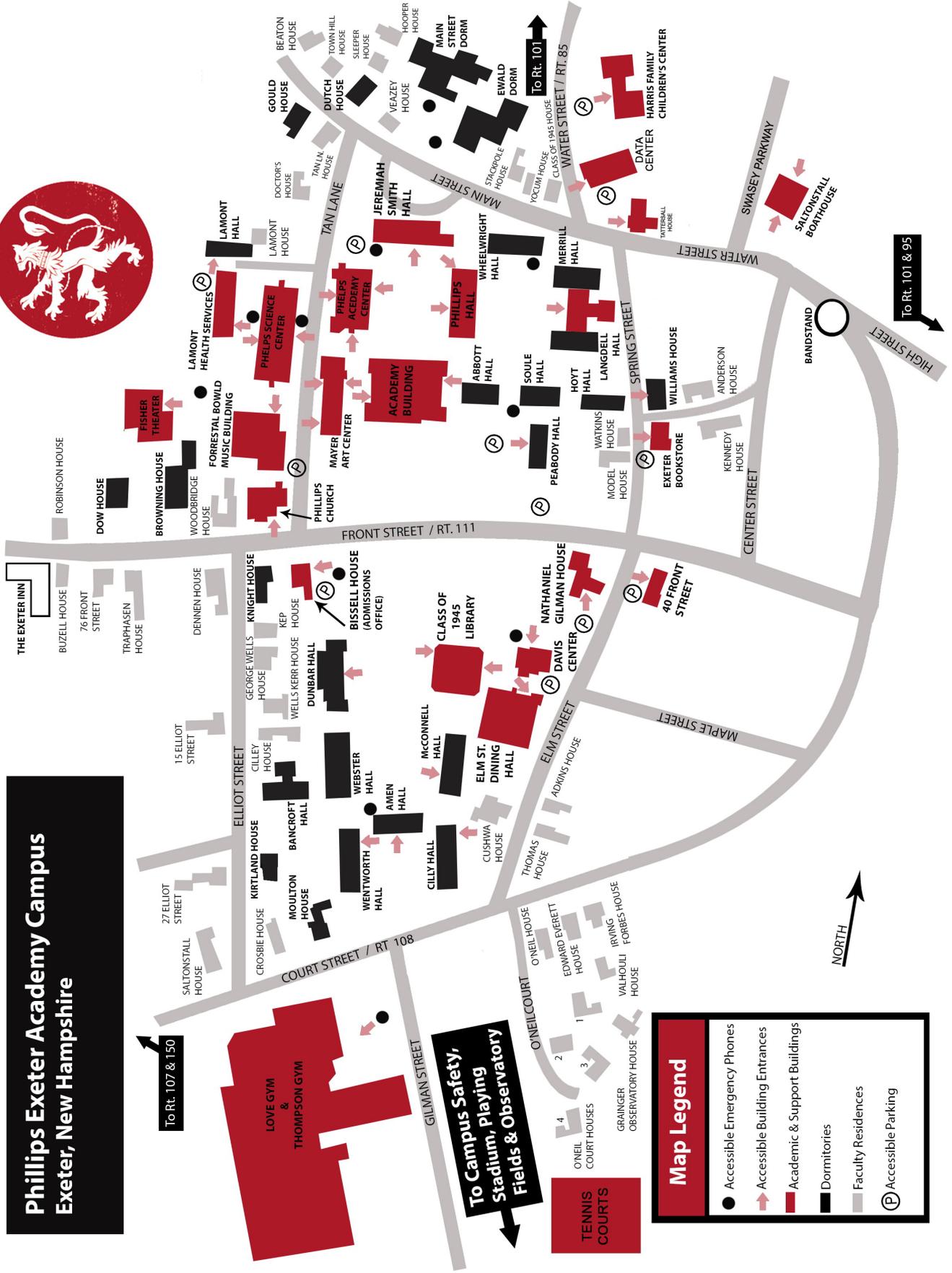
- E. Phillips Exeter Academy shall have a formalized procedure established on how to prevent contact between a victim and an alleged perpetrator during the course of any law enforcement investigation. This includes directing the alleged perpetrator to have no direct or indirect contact by any means with 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.

Lisa MacFarlane
Principal Instructor
Phillips Exeter Academy

William Shupe
Chief of Police
Exeter, NH

Please note: Phillips Exeter Academy Memorandum of Understanding with HAVEN (from IV:F) is available on the Parent Portal and on ExeterConnect.

CAMPUS MAP



Phillips Exeter Academy Campus
Exeter, New Hampshire

To Rt. 107 & 150

To Campus Safety,
Stadium, Playing
Fields & Observatory

To Rt. 101 & 95



Map Legend

- Accessible Emergency Phones
- ➔ Accessible Building Entrances
- Academic & Support Buildings
- Dormitories
- Faculty Residences
- Ⓟ Accessible Parking

PHILLIPS **EXETER** ACADEMY