

EXETER SUMMER

STUDENT HANDBOOK

SUMMER OF 2019

PHILLIPS

EXETER

ACADEMY

The Student Handbook

This handbook is a guide that sets the standard for what is expected of you as a Summer Exonian. You will find in these pages information about Academy life, rules and regulations, 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 out-of-town procedures to laundry services.

The rules and regulations of Phillips Exeter Academy are set by the Trustees, faculty and administration, and may be revised during the summer. If changes occur during the program, the Academy will notify students and their families. All students are expected to follow the most recent rules and regulations. Procedures outlined in this handbook apply under normal circumstances. On occasion, however, a situation may require an immediate, nonstandard response. In such circumstances, the Academy reserves the right to take actions deemed to be in the best interest of the Academy, its employees, and its students. This handbook 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 questions about the content of this handbook, please feel free to ask. Your teachers, your advisers, and members of the Exeter Summer Office all are here to help you.

Exeter Summer
Phillips Exeter Academy
20 Main Street, Exeter, NH 03833
Tel 603.777.3488
exeter.edu/summer

Exeter Summer

2019 STUDENT HANDBOOK

TABLE OF CONTENTS

STUDENT LIFE	5
ACADEMIC HONESTY/PLAGIARISM	5
ATTENDANCE	5
BANKING & MONEY	5
BOOKSTORE	5
COLLEGE FAIR & TRIPS	6
COURSE REQUIREMENTS	6
DINING SERVICES	6
DRESS CODE & PACKING LIST	7
EMAIL	7
GRADES	7
HOMEWORK	8
INFORMATION TECHNOLOGY	8
LAUNDRY	8
LIBRARY	8
LION CARD	9
LUGGAGE	9
MAIL	9
MEDICAL SERVICES & STUDENT HEALTH INSURANCE	10
PARENTAL PERMISSIONS & OUT-OF-TOWN PROCESS	11
PHONES & WEB-ENABLED DEVICES	13
PHOTO & MEDIA POLICY	13
POLITICAL SIGNS	13
RELIGIOUS SERVICES	13
STUDENT ACTIVITIES	14
SWIM TEST	14
TRANSPORTATION	14
VISAS	17
VISITING & GUESTS	17
BOARDING STUDENT INFORMATION & GUIDELINES	18
DAY STUDENT INFORMATION & GUIDELINES	20

Exeter Summer

2019 STUDENT HANDBOOK

TABLE OF CONTENTS (continued)

DISCIPLINE PROCESS DURING THE SUMMER	22
FUNDAMENTAL RULES & REGULATIONS	23
OTHER PROHIBITED ACTIVITIES	25
OTHER POLICIES	27
COMMUNITY CONDUCT & DISCRIMINATION POLICY	27
ACCEPTABLE USE POLICY	30
INTERNET & SOCIAL MEDIA POLICY	32
CAMPUS SAFETY, EMERGENCY RESPONSE & PERSONAL SAFETY	33
PARENT POLICIES & EXPECTATIONS	35
NEW HAMPSHIRE STATE & MANDATORY REPORTING LAWS	35
SEXUAL MISCONDUCT POLICY	37
SEXUAL INTIMACY	40
IMPORTANT PHONE NUMBERS/EXETER SUMMER OFFICE HOURS	41

Student Life

■ ACADEMIC HONESTY/ PLAGIARISM

The Academy is confident that Exeter Summer students are committed to achieving academic success through honest effort. In order to ensure our students are successful, we define plagiarism as follows.

What is plagiarism?

Dictionaries define plagiarism as the stealing and passing off as one's own the ideas, words, opinions, etc., of another. The blatant copying of another student's homework or examination, or of long passages from published writings or works of art, is a serious academic offense punishable by dismissal. However, there are gray areas of academic dishonesty, and students are sometimes confused as to what kind of "borrowing" is ethical and permissible.

Plagiarism is a broad term which includes more than simply the unacknowledged use of another author's precise words. Just as unethical is the paraphrasing of another person's story or the repetition of critical judgments without acknowledgment. Students should not retell stories or recycle theories they have encountered elsewhere without attributing such stories and theories to their authors. Creative expressions that do not rely on language—such as music and the fine arts—must also be original.

Plagiarism may involve the use of work by fellow students as well as that of published authors. A student may not receive unauthorized assistance from a peer. Likewise, a student may not submit under their name alone work that they completed in collaboration with peers. Rather, students must seek permission to work in a group, and if collaboration has been authorized, they must acknowledge the participation of every member of the group. A student's use of their own previous work can also constitute academic dishonesty unless the student has secured beforehand their instructor's permission to submit that work.

Faculty members who suspect cases of academic dishonesty must report their suspicions to the Exeter Summer Dean. 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>

■ ATTENDANCE

Students are required to attend all classes, sports and music lessons (if enrolled). In the case of illness, students must go to the Health Center. Students are not permitted to arrive late or depart early from Exeter Summer. Parents of Day Students must call the Health Center at 603.777.3420 to report their child's absence.

■ BANKING AND MONEY

We discourage students from keeping large sums of money on hand and recommend that they enroll in the Academy's Lion Card program, use an automated teller machine (ATM) to obtain cash or purchase a VISA Travel Money 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. There are other ATMs available at banks in Exeter within walking distance.

Additional expenses for the session, including books, supplies and off-campus excursions, are approximately \$300-\$400. The Student Activities Office, Bookstore and Grill accepts Lion Cards, credit cards and checks.

■ BOOKSTORE

The Exeter Bookstore, operated by Barnes & Noble Education, has been a part of Phillips Exeter Academy

since 1957. The bookstore remains in its original campus location at 13 Spring Street. Here, students will find all required textbooks and supplies at the start of Exeter Summer. Students are encouraged to purchase the required materials early in the session, as the bookstore will begin preparing for the Fall term at the end of July. Most methods of payment are accepted including cash, Lion Card, Travelers Cheques, Barnes & Noble gift cards, VISA, MasterCard, and AMEX. Last summer students spent an average of \$350 for course books and supplies. The Exeter Bookstore also offers students a selection of classic literature, reference books, current bestselling titles, new releases, and a wide selection of college test preparation books. The bookstore is the student's convenient one stop shop for Phillips Exeter Academy clothing, souvenirs, school supplies, computer accessories, prepaid phone cards, snacks, greeting cards, and dorm supplies.

Textbook pricing can vary depending on the courses a student has enrolled in. The bookstore makes every effort to provide students with the option of purchasing used textbooks when available. By purchasing a used text, students can save 25% on what a new text would cost. At the end of Exeter Summer the bookstore will also provide a "book buyback" where students can sell some of their textbooks back to the bookstore for a percentage of the cover price.

The Exeter Bookstore will be open on Registration Day, Monday, July 1 from 9:00am-5:00pm. Regular bookstore hours during Exeter Summer are Monday-Friday 8:30am-5:00pm and Saturday 10:00am-2:00pm. The latest Bookstore news is available online at <http://exeter.bncollege.com> or you may call the store at 603.777.3500.

■ COLLEGE FAIR AND TRIPS

During Exeter Summer, approximately seventy-five colleges and universities from around the country send members of their Admissions staff to our college fair. In addition, we offer visits to some area colleges for UPPER SCHOOL students (tickets for these visits are sold through Student Activities). The Library offers college search materials and guides.

■ COURSE REQUIREMENTS

It is your responsibility to read the course descriptions with requirements for all of your courses. Refer to your acceptance letter for the list of your classes. You are responsible for bringing the required equipment, if any, that is noted for each class.

Review the course requirements in the catalogs below:
[ACCESS EXETER Catalog](#)
[UPPER SCHOOL Catalog](#)

■ 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 the dining hall. 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. Daily menus are posted on ExeterConnect.

The following principles should be observed:

1. Please be conservative in the amount of food and drink you take when you go through the service lines; you are welcome to return for seconds. It is important to remember to "Take what you want but eat what you take."
2. China, utensils and trays may not leave the dining hall.
3. You are responsible for cleaning up after yourself and your table upon completion of your meal or visit.
4. Backpacks must be stored in cubbies or on hooks; this is a safety issue.
5. Always treat the Dining Hall staff with respect. If you have questions, please feel free to ask faculty and dining hall staff for assistance.
6. One piece of fruit, an ice cream cone or a sandwich can be taken out of the dining hall.
7. Water bottles are not allowed to be refilled; this is a food safety protocol.
8. No takeout containers or paper plates may be brought into the dining hall. Please do not wrap food to go.
9. Guests are not allowed in the dining hall.

■ DRESS CODE AND PACKING LIST

During Exeter Summer, students and faculty dress informally, but are expected to be well groomed and to show good taste in their choices of clothing during all required academic and administrative appointments. Summer temperatures normally average 75-90°F (24-32°C) with nights cooler than days. Casual clothes are usually worn to class and must meet the general guidelines below. For more formal occasions, such as religious services and the final banquet/dance appropriate dressier clothing is expected.

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, strapless tops, tops with straps less than two inches wide, or apparel that reveals the midriff, buttocks or chest.

Our students come from many different ethnic and cultural backgrounds, which in itself contributes to the Exeter Summer experience. If you are the owner of an ethnic costume or play a musical instrument from a different culture, please bring it with you and share your heritage with others (there will be a great opportunity to share your culture during our Cultural Awareness Day).

Each dorm room has a bed, dresser, desk, closet or wardrobe, lamp, chair and a wastebasket.

What to Bring (or buy nearby):

- Basic School Supplies (pens, pencils, notebooks)
- Bathing suit, beach towel
- Bedding (twin XL sheets, pillow, and light blanket)
See the Laundry section for more information on linens and laundry services.
- Cell phone and/or prepaid phone card (See Phones section)
- Hangers
- Laundry soap, if doing your own laundry
- Lightweight Jacket
- Pajamas, slippers, bathrobe
- Raincoat or umbrella
- Shoes – athletic, casual, and dress
- Shorts (See Dress Code section)
- Small room fan

- Socks
- Sports Equipment - for recreation and for sports
- Sweater and/or Sweatshirt
- Toiletries (shampoo, soap, deodorant, razors, sun block, bug repellent, calamine lotion or After Bite™)
- Towels and Washcloths
- Under clothing

What NOT to Bring:

- Air conditioners
- Beanbag chairs
- Bicycles, rollerblades/skates, skateboards, scooters, gyro-scooters, or any other wheeled vehicle or device, with the exception of wheelchairs & ambulatory devices
- Furniture
- Heat producing items including: irons, coffee pots, corn poppers, hot plates, toasters, electric immersion coils, high-voltage electrical appliances, halogen floor lamps, & high intensity lamps that generate excessive heat
- Lighter or vaping devices
- Pets
- Plants
- Refrigerators
- Smoking materials of any kind
- Stringed lights or Christmas lights
- Televisions
- Valuables
- Weapons, including those used for martial arts, knives, any type of firearms, stun guns, Tasers or air guns of any sort, including BB guns

■ EMAIL

All students will be assigned an exeter.edu email address. Students are responsible for checking their email daily. This information will be provided to you prior to Exeter Summer.

■ GRADES

Exeter Summer emphasizes learning for learning's sake. Most grades will be (S) Satisfactory and a small percentage of students will achieve (H) Honors. Unsatisfactory work is graded as (U). Equivalent letter or number grades (B or 85) cannot be provided by Exeter Summer. No grade is given if a student leaves before completing a course and the closing assembly.

HONORS: The student excelled in all aspects of the course, including quality of preparation, daily participation, and total effort.

SATISFACTORY: The student completed the requirements of the course and demonstrated basic competence in the subject matter.

UNSATISFACTORY: The student failed to complete the work of the course and/or did not demonstrate basic competence in the subject matter.

A few weeks after the end of the session, students receive written reports from their instructors and advisers. Teacher reports generally include a brief description of the course, as well as a statement about the student's academic progress and effort level. These comments are confidential. Parents and schools may use the comments as they see fit to represent the work for a student, but **the Exeter Summer Office does not forward copies to colleges, high schools or other institutions. No comments are issued if a student leaves before completing the session.**

■ HOMEWORK

Students should expect an average of one hour of homework per class/per night. Because thorough preparation is essential for successful participation in a Harkness class, students must be prepared to budget their time accordingly.

■ INFORMATION TECHNOLOGY

The Information Technology Department oversees information technologies at Phillips Exeter Academy. IT supports student technology resources that include network accounts, email, Canvas, Exeter Connect, wireless network connectivity, and printing. For support or questions about technology, call 603.777.3693, email itservices@exeter.edu, visit www.exeter.edu/sstech or stop by one of their offices located at the Data Center, 255 Water Street (corner of Main and Water streets), or Phillips Hall, Room 004.

Due to course assignments and homework, students are required to bring a computer; see the Courses section page for specific course requirements. The

computer should run the latest available operating system or the one prior as well as have installed up-to-date anti-virus software. As a member of the Exeter community it is your responsibility to adhere to the [Acceptable Use Policy](#).

■ LAUNDRY

The Academy has partnered with E&R Laundry and Dry Cleaners to offer our boarding student weekly personal laundry services. We recommend that students take advantage of the laundry service due to the demanding schedules students will be adhering to during the session. Students who sign up for E&R's wash/dry/fold laundry service will receive a personalized laundry bag and can send in one full bag per week (any garments that can be cleaned in a washer and dryer on normal cycle). For complete details on how to purchase any of E&R's services and to answer any questions, visit their website at www.thecampuslaundry.com. Once there, "Select School" (PEA Summer) to see the various services that E&R provides. You may also call 800.243.7789 inside the U.S. or 603.627.7661 outside the U.S. E&R will staff a table at Registration Day to answer any questions.

There are also card-operated washers and dryers in the dorms. To access these machines, students will need to purchase a laundry card with cash only through E&R's automatic card dispenser. A \$25 card will allow five loads of laundry (wash and dry). The card dispenser is located on campus and students may reload their card in increments of \$5 any time during the session. Further information regarding linens: sheets, pillowcases, and towels will be sent later. Pillows will be provided but students must bring their own blankets if needed. Additionally, there are two coin-operated Laundromats within walking distance of the Academy.

■ 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.

Seminar rooms and group study rooms located throughout the building are available for viewing

videos, group study, and 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. Day students may reserve a carrel during the summer. 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.

■ LION CARD

The Lion Card is a multipurpose identification, dorm access and debit account card which serves as the official ID card of Phillips Exeter Academy. Students must keep this card available at all times and will receive their card on Registration Day. The Lion Card may be used within the Academy campus for purchases including at the Bookstore, Grill and Students Activities Office. Funds can be added by:

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.

Or by using our convenient and secure electronic billing and payment system:

TOUCHNET®

Your TouchNet login credentials will be emailed to you. ***(Funding your Lion Card account will be activated in June).***

Once logged into www.exeter.edu/ebills with Student

ID and PIN:

- Using the View Account drop down box choose **Lion Card** and click **Go**
- Click **Make a Payment** and follow the prompt
- Please choose the **Lion Card** term when making a payment on this account
- After you have made your payment, you will have a credit balance (negative amount) on your student's Lion Card account

If you do not wish to pay online, we can accommodate the addition of funds via check drawn on a U.S. bank but please be aware it may take several days for a credit to appear on your student's account. To verify funds have been received and credited, please view your online account. [Click here](#) for detailed Lion Card funding instructions. At the end of Exeter Summer, remaining balances over \$10 will be refunded to you.

The Lion Card is not an ATM card. You do not have the ability to withdraw cash from it. However, there are two ATM machines located on campus for cash withdrawals using a bank ATM card.

■ LUGGAGE

Please mark all luggage with:

Student's Name
EXETER SUMMER
Phillips Exeter Academy
20 Main Street
Exeter, NH 03833-2460

Such identification is especially important for students arriving by plane. Since delays occur occasionally, it is recommended that students carry with them whatever they will need for the first night.

Exeter Packaging will be on campus during the last few days of Exeter Summer for students to ship luggage home. Exeter Packaging accepts all major credit cards, cash, and Travelers Cheques. Further details will be provided to students during Exeter Summer.

■ MAIL

Postal services are available for both day and boarding students during Exeter Summer. 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 UPS, FedEx, and DHL. The post office is also an on-campus site for the purchase of stamps.

On Registration Day students will be assigned a campus box number. Boarding students should promptly notify parents of their mail box number. All students (boarding and day) should be in the habit of checking for mail daily. The campus mail room is open Monday – Friday 8:00am to 3:50pm and Saturday 8:00am to 11:50am.

Address mail as follows:

Student's Full Name c/o PEA Exeter Summer

PEA Box # __ (Example: *PEA Box #1234)

20 Main Street

Exeter, NH 03833-2460

**Please do not use "P.O. Box" number*

■ MEDICAL SERVICES AND STUDENT HEALTH INSURANCE

Phillips Exeter Academy's Lamont Health and Wellness Center offers a variety of health care services to Exeter Summer students. They are here to help students with health concerns of all types, minor and major, emotional and physical. The Lamont Health and Wellness Center is located on Tan Lane, behind the Phelps Science Center. Walk-in services are available from 7:00am - 8:00pm. Emergency services are available at all times, with a registered nurse on duty 24 hours a day, 7 days a week. A physician is on call 24 hours a day, 7 days a week as well. In addition, beds are available for daytime or overnight care.

GENERAL MEDICAL SERVICES

Students may seek health information, advice, and treatment by registering at the front desk of Lamont Health and Wellness Center. If possible, make your visit at the beginning of a free period. We do not want waiting room time to interfere with classes. If you are not well enough to attend class or other Academy

appointments, you will be allowed to rest at the Health Center until you are feeling better. If your problem requires the attention of the physician, the nurse will either consult with the physician at that time, or schedule you for the soonest available physician appointment.

FEES

Most of the fees for off-campus treatments and prescriptions are covered by the Academy Student Injury and Sickness Insurance Plan (see plan brochure for details). For students opting out of the Academy Injury and Sickness Insurance Plan, parents will be responsible for any fees incurred not covered by private health insurance plans.

PRESCRIPTIONS AND PSYCHOTROPIC MEDICATIONS

Prescriptions and over the counter medications may be obtained through the Health Center and local pharmacy, as appropriate. We discourage the stocking of any medications in the dorm, and would like to be made aware of any prescription medications the students will be bringing to school. All psychotropic medications must be stored at the Health Center, and will be dispensed in weekly allotments. These medications include stimulants such as Vyvanse, Ritalin, Concerta, Strattera, and Adderall and antidepressant medications such as Wellbutrin, Prozac, Zoloft, Paxil, Celexa, Lexapro, Effexor, and Imipramine. This policy serves to protect all students. We require that individuals prescribed these medications inform us of their treatment and bring their medication to the Health Center at the beginning of Exeter Summer or at initiation of treatment. We are sensitive to issues of confidentiality and can assure students that their privacy will be respected.

ALLERGY SHOTS

All allergy shots will be administered through a local allergy clinic and require a first time MD visit set up by parents before the start of Exeter Summer. Students must bring any serum to the Lamont Health and Wellness Center upon arrival to campus to ensure that it is properly stored until their first appointment. Please call the Health Center at 603.777.3420 for more information about the Allergy Clinic, insurance coverage, and transportation.

ATHLETIC TRAINERS/ SPORTS INJURIES

The Athletic Training Center (ATC) is located on the ground level of Love Gymnasium, adjacent to the basketball courts and the ice hockey rinks. The ATC 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 Medical Director, or fellowship-trained sports medicine orthopedist, as well as with coaches and parents as needed.

Academy Student Injury and Sickness Insurance Plan

[2019 Academy Student Injury and Sickness Insurance Plan Summary](#)

[2019 Academy Student Injury and Sickness Insurance Plan Brochure](#)

All [Medical Forms](#) are due by April 15.

■ PARENTAL PERMISSIONS AND OUT-OF-TOWN/DAY TRIP PERMISSION PROCESS

PARENTAL PERMISSIONS

A completed Exeter Summer Parental Permission Form is required for all students and must be on file with ESO. A unique link with the online form is emailed prior to students arrival. You may resubmit your child's permissions anytime during the session, by going back into the link. Any adjustments to the form must be made online, changes by phone will not be accepted. Any and all changes affecting your child's permission must be completed before 12:00pm (noon) on the Tuesday before a Wednesday day trip or before 12:00pm (noon) on the Friday before a weekend trip. Any changes received after this time will be valid for following weeks only.

OUT-OF-TOWN AND DAY TRIP PERMISSION PROCESS

Students in good academic and disciplinary standing, who have a Parental Permission Form on file with the

appropriate permissions along with an approved *Student Application for Out-of-Town Permission* form may leave campus for a Wednesday afternoon trip or for day/overnight trips on the weekend. On day trips or overnight trips when students will be with anyone other than parents/legal guardians, the host must fill out and submit an *Invitation for Off-Campus Trips* form for each occasion.

Please note the following important information:

- *Student Application for Out-of-Town Permission* must be completed by the student and submitted online for ESO approval. For consideration, the application must be received by ESO before 12:00pm (noon) on Tuesday for a Wednesday departure or before 12:00pm (noon) on Friday for a Saturday, Sunday, or weekend departure. Any applications received after this time will be valid for following weeks only. Only after the student receives email approval from ESO for the application may the student leave campus.

- Weekends begin after a student's last Saturday class.

- Dorm check-in times are: Saturday: 11:00pm; and Sunday-Friday: 9:00pm for UPPER SCHOOL, 8:00pm for ACCESS EXETER.

- The following dates are closed for all Out-of-Towns: July 3, July 6, July 17: *ACCESS Only** and July 31.

**ACCESS EXETER students will be off campus on July 17 for their required excursions.*

- Academic class trips included in the session do not require an Out-of-Town or parental permission. Occasionally a class trip may require an additional waiver, in this case students/parents will be notified directly.

- Boarding students may not ride in a vehicle, even when accompanied by their parents, without the appropriate permissions on file in the ESO. **Please note** that services like Uber and Lyft are prohibited for all students under 18 by company policy. This includes hiring and/or riding in Uber, Lyft or similar ride-share programs as these programs require the rider to be 18 years of age or older. Please review Uber's policy <https://www.uber.com/legal/terms/us/> and Lyft's policy <https://www.lyft.com/terms>.

• **All host Invitation for Off-Campus Student Trips must include:**

1. the student's name
2. specific description of what the student will be doing, including the host family's name and phone number
3. the time and date of the visit and the time and date of when the student will return to campus
4. the form of transportation and, if appropriate, who will be driving the vehicle

- Invitation Form, For Host to complete, will be emailed when the student fills out the online request.

Please review the chart below to assist in filling out the Parental Permission Form.

Permissions Chart for use when filling out the <i>Parental Permission</i> and <i>Student Application for Out-Of-Town Permission</i> Forms											
<p>Note: Permission Forms must be on file in the Exeter Summer Office <u>before</u> you may get in a vehicle even if you are with your parents/guardians.</p>											
Permission Needed on <i>Parental Permission Form</i> in order to do the following:	Approved Out-of-Town Form on file in the ESO	"Yes" on #1 along with name listed	"Yes" on #2 along with hosts name listed	"Yes" on #3	"Yes" on #4	"Yes" on #5	"Yes" on #6	"Yes" on #7 with name listed	Written invitation from host*	Purchase ticket from Student Activities	No specific permission needed
Walking within the Town of Exeter											X
Day Trip by any vehicle with parents/guardians	X	X									
Day Trip by any vehicle with driver over 21 years of age	X		X						X		
Day Trip by any vehicle with driver between ages of 18-21 years	X							X	X		
Overnight visit with parents/guardians	X	X									
Overnight visit with family or relative where the driver is over 21	X		X						X		
Overnight visit with family or relative with driver between the ages of 18-21	X		X					X	X		
Day trip with parent/guardian of other Exeter Summer student	X			X					X		
Trip by bus, taxi, private shuttle, or limousine, <i>excluding rideshare programs i.e., Lyft & Uber</i>	X				X						
Day trip on Amtrak Downeaster, requires reservation number	X					X					
Unsupervised/Unchaperoned trips to Boston or Portsmouth, transportation provided by Exeter Summer							X			X	
<p><i>Day trips and overnight weekend trips that do not fall in one of the above categories requires special permission from the Deans' Office.</i></p>											
<p><i>Student Application for Out-of-Town Permission</i> forms are date specific and need to be completed for each occasion.</p>											
<p>*Please use <i>Invitation For Off-Campus Student Trips</i> form provided on our website.</p>											

■ PHONES AND WEB-ENABLED DEVICES

Students are strongly encouraged to bring their cell phones or web-enabled device to campus. Campus Safety uses an Emergency Text Notification system in case of an emergency. However, use of these devices are not permitted during classes, (unless teacher required), assemblies, or other Academy appointments.

International students: be sure to check with your cell phone carrier to ensure your phone will receive domestic and international calls while in the United States.

Landline telephone service is not provided to student dorm rooms. There is a common room phone in each dorm for local Exeter area calls and prepaid phone card/credit-card calls.

Parents may communicate with Exeter Summer personnel only (not students) via the Exeter Summer email address: summer@exeter.edu or by phone to the office 603.777.3488. Our Office business hours are: 8:00am – 4:00pm on Mondays, Tuesdays, Thursdays and Fridays; 8:00am – 1:00pm on Wednesdays and 8:00am – 12:00pm on Saturdays. The office is closed on Sundays. Outside these hours, please follow instructions on our voice mail.

■ PHOTO AND MEDIA POLICY

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.

Phillips Exeter Academy supports media, photography and other requests that directly connect to the educa-

tional 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.

■ 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 may not display signs for candidates seeking offices outside our school.

■ RELIGIOUS SERVICES

If you normally follow a religious discipline or attend services during the year, we would like you to have the opportunity to do so this summer as well. While we may not be able to provide everything you are accustomed to having in worship, we would like to encourage you to continue your practice as fully as possible. Our Campus Minister and other adults will help students organize meeting as well.

Phillips Church, located on the corner of Tan Lane and Front Street, hosts several meetings each week. Open Mic nights are held in the sanctuary on Tuesday and Thursday nights for UPPER SCHOOL and Friday nights for ACCESS EXETER. Just off the sanctuary is The Stuckey Room, an inviting space for large gatherings. Upstairs is The Wicks Room, which has been used for Vipassana Meditation and for prayer by students from various traditions such as Islam. Downstairs has a dedicated room for Hindu worship, a lounge, two kitchens (one set aside for kosher preparations) and an additional meeting room for small groups.

Students seeking a space for Shabbat services may decide to use one of the rooms in Phillips Church, The Seabrook Room in Elm Street Dining Hall or the Class of '51 Room in the library. Students may also decide to go to temple in nearby Portsmouth on Friday nights. No matter what your religious heritage or practice we will help you be able to practice it and get to know others as you wish.

■ STUDENT ACTIVITIES

The mission of the Exeter Summer Student Activities Office is to provide students with educational and leisure opportunities particular to New England. We strive to create a program that supplements the academic and Physical Education program with responsible recreation. Since not every student chooses to participate in every off-campus excursion, Exeter Summer charges a user fee, rather than a blanket charge included in the tuition. The user fees are based on cost of admission (where applicable), the cost of transportation, and administrative expenses. We will offer a number of no cost on-campus activities throughout the summer. Events from past summers have included karaoke, dances, movies, and a talent show. We will continue to enhance these activities in response to students' ideas.

Examples of possible trips and estimated fees:

Blueberry Picking	\$6
Boston Common	\$35
Burlington Mall	\$20
Cambridge	\$25
Canobie Lake Amusement Park	\$50
Currier Museum	\$25
Downtown Portsmouth	\$15
Fox Run Mall	\$15
Hampton Beach	\$15
Mall of NH	\$15
Merrimack Outlets	\$15
Mini Golf	\$15
Mt. Major Hike	\$20
Museum of Science	\$40
Neon Bowling	\$20
O'Neil Cinema Trip	\$20
Rockingham Mall	\$15
Target	\$5
Water Country	\$45

On-campus free events include:

- Dances
- Dodgeball Tournament
- Exeter's Got Talent
- Karaoke
- Magician
- Movies
- Welcome Carnival
- Zumba

■ SWIM TEST

All students will take a mandatory swim test once on campus. Students not taking or passing the swim test will not be allowed to participate in any water sport or participate in the water park field trips.

■ TRANSPORTATION

Exeter Summer students must arrive to campus on Monday, July 1 between 8:00am and 5:00pm for Registration Day. Students may depart campus on Thursday, August 1 after 12:00pm or Friday, August 2 by 2:00pm. We cannot accommodate students on campus prior to arrival on Monday, July 1 or after departure on Friday, August 2.

We provide shuttles from Boston Logan International (MA) airport, Manchester-Boston Regional (NH) airport and New York City. Reservations for the shuttles are required. All students must provide their Arrival information by June 1.

Please contact the Transportation Office at transportation@exeter.edu if you have questions concerning travel for your student.

Arrival to Exeter:

We provide free transportation to Exeter on Monday, July 1 from the following locations:

BOSTON LOGAN INTERNATIONAL AIRPORT (BOS), BOSTON, MA

- Buses pick up from Logan Airport Terminal C. Students arriving at terminals other than "C" should take the free MASSPORT Shuttle Bus to Terminal C with their luggage. If you travel to Boston by train or bus, you must get yourself to Terminal C at Logan Airport by taking a taxi or public transportation (MBTA). When you arrive at Terminal C, go to the lower level and to the right of the Jet Blue luggage carousels

(if facing the outside of the terminal). Students should stay inside, look for Door #110 and a Dunkin' Donuts kiosk. The Exeter Summer Representatives will be near the end of this corridor in Terminal C close to the extra seating and rest room area. Check-in with the Exeter Summer Representatives for the trip to Exeter. Exeter chartered buses will leave as they fill between 9:00am and 5:00pm. Space on buses is available ONLY by reservation.

MANCHESTER-BOSTON REGIONAL AIRPORT (MHT), MANCHESTER, NH - Students arriving at the Manchester Airport should gather their luggage and go to the far end of the terminal to the right of the Airport Information Counter and the Rental Car desks. Check-in with the Exeter Summer Representatives for the trip to Exeter. Exeter chartered buses will leave Manchester Airport as they fill between noon and 5:00pm. Space on buses is available ONLY by reservation.

NEW YORK CITY – Buses pick up from Penn Station (vicinity of 31st Street and 8th Avenue) and Grand Central Station (vicinity of Lexington Avenue between 42nd and 43rd Streets at Grand Central). Departure is promptly at 9:00am. Space is very limited therefore, students are only allowed two bags each and we cannot accommodate parents on these buses. This service is ONLY available by reservation.

Note to Parents – PEA shuttle buses do not return to Boston Logan or Manchester Airport from Exeter on Registration Day. Parents must arrange for private means, (i.e., cabs or airport shuttles) as they are the only available transportation. Following is a list of companies that provide transportation between Exeter and the airports. These services require advance reservations.

SHUTTLES AND LIMOUSINES

The Academy does not endorse any of these listed companies. You are responsible for any contracts you negotiate. Prices quoted are subject to change. *Note: in all cases, be careful about the extra fare added for baggage and driver gratuity. Inquire beforehand!*

Boston Limousine Service
800-546-6123
www.limo-123.com

C&J Bus
800-258-7111
www.ridecj.com

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

Cooper Coach
978-388-1111
www.coopercoach.com

Caren's Caravan
877-772-7959
www.carens.com
Vans to/from Logan Airport (Boston) and Manchester (NH) Airport

Green Rides USA
877-642-6001
www.greenridesusa.com

Countryside Limo Service of Woburn, MA
781-938-5885

Flight Line Seacoast
800-245-2525
www.flightlineinc.com

Great Bay Limousine
800-820-6117
www.greatbaylimo.com

Regal Limousine
800-709-3500 or 603-964-9460
www.regallimo.com

AIRPORT AND TRAIN INFORMATION Airports:

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

Logan International Airport (BOS):
www.massport.com/logan-airport

For Boston-Manchester Regional Airport (MHT):
www.flymanchester.com

Trains:

Amtrak trains from South Station (Boston):

www.amtrak.com

The local Amtrak 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.

Departure from Exeter:

There are two departure days at the end of Exeter Summer.

- Thursday, August 1 - Students may depart campus after 12:00pm (noon). However, those leaving on Thursday after 12:00pm will miss the final dinner and dance.
- Friday, August 2 - All students must be off-campus by 2:00pm.

When planning your return flights on Friday, August 2, departure times should be after 8:00am for flights departing from either Boston Logan International or Manchester-Boston Regional Airports. Buses will leave Exeter for Boston or Manchester airports beginning at 5:30 am which will allow plenty of time for students to make their flights. Transportation for international flights that may require an earlier departure will be addressed on a case-by-case basis.

We provide free transportation from Exeter to the following locations:

BOSTON LOGAN INTERNATIONAL AIRPORT (BOS), BOSTON, MA - Thursday, August 1 (flights 5:00pm or later) and Friday, August 2

Transportation to Logan Airport will be provided on both departure days dropping students at Terminal C.

MANCHESTER-BOSTON REGIONAL AIRPORT (MHT), MANCHESTER, NH - Friday, August 2 only

Buses to Manchester Airport beginning at 5:30am.

NEW YORK CITY: Penn Station and Grand Central Station - Friday, August 2 only

Buses to Penn Station and Grand Central Station leave Exeter at 8:00am.

Students requiring transportation to Boston Logan, Manchester Airport, Penn Station or Grand Central Station need to reserve their space.

Unaccompanied Minors Policy

Most airlines require younger children (15 and under) to be accompanied to the gate by an adult who must remain at the gate until the child boards and the aircraft departs the gate. For a fee, the airline will supervise the child for the duration of their journey and ensure that they are picked up by a designated guardian. Because each airline has different age and/or connections restrictions, it is the parent's responsibility to make these arrangements directly with the airline.

Students who purchase an airline's Unaccompanied Minor service and require our departure transportation service must also purchase Unaccompanied Minor service through Phillips Exeter Academy. Students will be charged an additional fee of \$100/family to cover the costs associated with fulfilling the airline's requirements for picking up or dropping off Unaccompanied Minors at the airport.

Students who need the Exeter Unaccompanied Minor departure service for departure will purchase the service through the Student Activities office while the student is on campus, but before departure day, using their LionCard or credit card.

The Unaccompanied Minor service provided by Phillips Exeter Academy includes the following responsibilities:

- Before departure from Exeter, the student will be given their chaperone's contact information.
- The chaperone will meet the student at the bus or at the airport.
- The chaperone will assist the student with any documentation required by the airline's unaccompanied minor travel policy.
- In accordance with the airline's policy; chaperones will escort the student to their departure gate and remain at the gate until the flight takes off. How-

ever, in some situations, the chaperone will have more than one student to escort. When that occurs, the chaperone will escort each student to their respective departure gate. The student will be told to remain at the gate. The chaperone will check-in periodically with each student and will be at their gate during the boarding process.

If you have questions concerning travel for your student, please contact the Transportation Office at transportation@exeter.edu

■ VISAS

Please note that based on the U.S. State Department rules and regulations, the appropriate status for travel to our program is “Visitor” not “Student”. Use the “VISA WIZARD” section on the U.S. Visa website <https://travel.state.gov/> to determine if you are eligible for the Visa Waiver Program. If you are not eligible for the Visa Waiver Program you will be required to apply for a Visitor Visa at a U.S. consulate in your country.

■ VISITING AND GUESTS

Parents and friends are welcome to visit on Saturdays after classes and Sundays. The Academy does not house visitors in dorms nor provide meals. Local area lodging information is available at the Exeter Chamber of Commerce website www.exeterarea.org.

Boarding Students Information and Guidelines

■ DORM ACCESS

Room key and Student ID card, also referred to as Lion card (see Lion Card), are issued at no cost on Registration Day.

DORM ROOM KEY – Each student is issued a key to their dorm room on Registration Day. For security reasons, students should lock their dorm room. There is a \$15 charge for replacing a lost key. The student is required to pay the fee before the replacement key is ordered. All keys must be returned at the end of the session.

ID CARD – On Registration Day each student is issued a multipurpose identification card. This card serves as dorm access, library card, and Lion Card. ID cards must be worn on the lanyard provided around the student's neck at all times. Lost or damaged ID's must be replaced immediately at a fee of \$10.

■ DORM CHECK-IN

Students must check into their dorms each evening by the times designated below:

UPPER SCHOOL: Sunday-Friday 9:00pm; Saturday 11:00pm.

ACCESS EXETER: Sunday-Friday 8:00pm; Saturday 11:00pm.

■ FURNISHINGS AND EQUIPMENT

All rooms are furnished with beds, mattresses, pillows, bureaus, desks, desk chairs and desk lamps. Furniture other than Academy furniture is not to be installed.

The following items are NOT permitted in student rooms:

upholstered furniture, mercury thermometers; refrigerators; plants; 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.

Dormitory rooms should always be locked when not occupied. 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.

■ HOUSING

The Academy's boarding students live in dormitories. Some are large brick buildings accommodating 30 to 60 students each, and others 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 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 the Exeter Summer Dean is required.

■ ROOM AND POSSESSION 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 Exeter Summer Dean, who will decide whether a search should be made. When a search is undertaken, at least one Exeter Summer 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).

■ ROOMING POLICY

We firmly believe that making new friends and getting along with all types of people are essential parts of the boarding school experience, and we will not honor requests for specific roommates. Friends or relatives will not be housed together. Requests for a specific room or dorm must be made in writing to summer@exeter.edu and received before April 15. Students will learn their dorm, dorm room, and roommates on Registration Day. Please do not call the Exeter Summer Office beforehand to inquire about this information.

Day Student Information and Guidelines

Day students are very much a part of everyday life at Exeter Summer. 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. Whether taking only one course or three, please know that you are welcome to participate in all social functions, dorm meetings and off-campus excursions. Please consider taking advantage of the opportunity to get acquainted with other 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 program. (UPPER SCHOOL: Sunday-Friday 9:00pm and Saturday 11:00pm. ACCESS EXETER: Sunday-Friday 8:00pm and Saturday 11:00pm.)
2. Day students are assigned faculty advisers and are affiliated with a dorm.
3. 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 or for a day trip should present the Exeter Summer Office with a specific written parental invitation on each occasion.
4. Some UPPER SCHOOL day students are licensed drivers and use a family car for commuting between home and campus (see Motor Vehicles section below for rules governing day student use of cars).
5. Students who are children of faculty and staff members 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 before classes begin by calling 603.777.3420.
7. Day students are required to meet all Academy appointments.
8. If you live nearby, you may ride a bike to campus but you may not use your bike throughout the day once you arrive. Bikes must remain locked up at one of the bike racks outside the Academy Center. Riding your bike during the day is considered a major violation of Exeter Summer rules.
9. Day students are not allowed to drive boarding students anywhere under any circumstances. Transporting other students is considered a major violation of Exeter Summer rules.

■ DORM MEETINGS

All ACCESS EXETER and UPPER SCHOOL dorms and advisee groups will meet at 7:00pm on Monday, July 1. You are encouraged to attend this meeting in order to meet the faculty and boarding students in your dormitory.

■ EMAIL

Check your @exeter.edu email daily! You can check your email from anywhere. This information will be provided to you prior to Exeter Summer.

■ EXETER SUMMER LIFE AND FIELD DAYS

Please plan to participate in Exeter Summer Life Day on July 3 between 1:30pm - 4:00pm and dinner from 5:00pm - 7:00pm; and Field Day on July 6 from 4:00pm - 6:00pm. These events will constitute the vast majority of our orientation program. Please contact your adviser so you may be included in school and dorm activities.

■ POST OFFICE

Day students are assigned a PO Box in the Academy Post Office. CHECK YOUR PO BOX DAILY!

■ 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, the Water Street parking lot, behind the Central Heating Station or in the parking garage under the Thompson Fieldhouse.

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 day student vehicles parked on campus must be registered with Campus Safety. Day student cars should be registered before the start of Exeter Summer.

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 Exeter Summer Office if multiple violations are accrued. Vehicles found to be in violation of these policies are subject to towing without notice.

Discipline Process During the Summer

A violation of any Fundamental rule set forth in the section “Fundamental Principles and Regulations” may result in dismissal. The facts will be ascertained during an investigation conducted by the Exeter Summer Dean’s Office. As part of the investigation, the reporting faculty member and the student are asked to prepare a written narrative about the case. The 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, the Director and the Exeter Summer Dean will decide if the student should leave the program or receive one of the responses listed below.

- 1. Dean’s Warning:** in situations where concerns have been raised about a student’s unsatisfactory behavior, the student meets with the Exeter Summer Dean to discuss the situation. The student’s adviser is informed and written documentation is placed in the student’s file. Parents may be notified at the discretion of the Exeter Summer Dean.
- 2. Dean’s Warning with restrictions:** in situations where there are more than simple concerns about a student’s behavior (i.e., three or more unexcused absences, lack of daily preparation for class, failure to follow faculty instructions), the Exeter Summer Dean is empowered to add restrictions to the warning.

Restrictions Level 1, lasting 5 days (Monday through Friday), requires the student to check-in at 8:00 pm. After check-in, students must observe study hours in their own rooms and not visit in the common areas with friends from outside the dorm.

Restrictions Level 2, lasting 7 days (Monday through Sunday), imposes the same limitations as Level 1 and additionally, restricts the student to campus. The student will not be granted Out-

of-Town permissions nor will they be allowed to participate in extracurricular excursions. Students may not leave town except for required academic programs.

- 3. Probation:** indicates that a student’s stay at the Academy is in jeopardy. It imposes the same limitations as Dean’s Warning with Restrictions Level 2 except that the duration of restrictions may be extended.

Parents may withdraw a student from Exeter Summer at any time. The Academy, however, can issue grades only if all work is completed and the student is in good standing.

Fundamental Rules and Regulations

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. Above all the Academy expects honesty from its students.

Exeter Summer, with its balance of commitments to academics, extracurricular activities, sports, and dorm life, helps students develop a sense of responsibility for personal conduct and for the well-being of the larger community. To this end, the Academy encourages freedom within reasonable limitations, and enforces rules defining these limitations, which are necessary to maintain relative freedom for all.

Exeter Summer students are expected to meet all required appointments. In the dormitories, evening check-in hours are enforced, and after 8:00 pm resident faculty maintain an atmosphere conducive to study. Smoking is forbidden, the possession and use of alcohol and drugs are strictly prohibited, and students are required to observe the regulations concerning how and when they may travel off campus. After check-in hours, students are required to remain in their dormitories. Students who enter Exeter Summer with serious purpose find little difficulty in complying with these requirements. The regulations are few and simple; they are based upon common sense, courtesy, and mutual trust. Bullying, harassment, and/or hazing of other students is 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.

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 subject to 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. Any meeting of a dorm, team or other group at which such treatment takes place is forbidden, 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.

The Director and the Exeter Summer Deans may at any time dismiss a student from Exeter Summer for committing or attempting to commit any of the following offenses, including a first offense:

1. 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

NH law requires hazing incidents to be reported to local law enforcement. Students who participate, witness or are victims of hazing are mandated to make a report to the Exeter Summer Dean, the Director of Student Well-Being, Campus Safety or directly to the police. Any reports received by the Exeter Summer Dean or Campus Safety will be reported to the police.

2. 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.
3. 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.

Any bullying, hazing or harassment conduct that constitutes child abuse and/or a violation of New Hampshire's Safe School Zones Act 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.

4. Sexual misconduct. Sexual Misconduct is defined in the Sexual Misconduct Policy.
5. Dishonest acts of any kind, including plagiarism or the unauthorized removal of materials from the Library.
6. The purchase, possession, use, or distribution of:
 - any illicit or illegal drug, including marijuana,
 - any prescription drug in a manner not consistent with the instructions of the prescribing physician,
 - legal over-the-counter drugs, or home-made preparations or remedies for purposes other than legitimate medical treatment, or
 - 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.

7. Leaving Exeter without permission. This includes hiring and/or riding in Uber, Lyft or similar ride-share programs as these programs require the rider to be 18 years of age or older. Please review Uber's policy <https://www.uber.com/legal/terms/us/> and Lyft's policy <https://www.lyft.com/terms>.
8. Absence from the dormitory without permission after reporting hours at night.
9. Purchasing, possessing, drinking, or being under the influence of alcoholic beverages, or the possession of empty alcoholic beverage containers.
10. Gambling for money.
11. Unauthorized visiting by any student to the room of another student.
12. Actions that create a fire hazard; this includes smoking (which is not permitted during Exeter Summer) or burning any material in student rooms, possessing or using firecrackers, and tampering with fire extinguishers or fire alarm systems.
13. Students are not permitted to use or have custody

of any weapons, including those used for martial arts, any type of firearms, stun guns, Tasers, or air guns of any sort, including BB guns.

14. Use of skateboards, scooters, gyro-scooters, roller-blades/skates, bicycles (with the exception of day students riding to and from campus) or any other wheeled vehicle or device, except a wheelchair or ambulatory device is prohibited.

Students who choose to remain present when alcohol, other drugs, or hazing, bullying or harassment rules are being broken, may be subject to major disciplinary action. The Director or Exeter Summer Dean 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 Exeter Summer. Students may also be dismissed for unsatisfactory conduct, for a generally unsatisfactory record, or for conduct injurious or dangerous to themselves, to Exeter Summer, or to others. Failure to know the rules and regulations is not a defense.

In the event the student's enrollment in Exeter Summer is voluntarily or involuntarily terminated for any reason, including the student's violation of any of the Policies and Rules, any medical or similar condition or other reasons; the student's parents/guardians will make arrangements to facilitate the student's return home within twenty-four hours. If this is not possible the Academy will make all such arrangements facilitating the student's timely separation and return home and be reimbursed by the parents/guardians.

Exeter Summer's interest in the conduct of students away from campus during the session is the same as it is in their conduct on campus. Exeter Summer may hold students accountable for their off-campus and online conduct in appropriate ways, including a disciplinary response. The aim of regulations governing day students is to enable them to share the boarding experience as much as possible while recognizing their status as students who live at home. The behavior of day students is governed by the rules that apply to all Academy students; day students are expected to conform, as far as practicable, to the same regulations as boarding students. Day students are under the supervision of

their parents when they are home. UPPER SCHOOL day students are expected to be off-campus by 9:00pm (8:00pm for ACCESS EXETER day students), Sunday through Friday, and 11:00pm on Saturdays.

In any case involving direct observation or material evidence of a violation of a Fundamental Rule, a faculty member must report the violation immediately to the Exeter Summer Dean's Office. Students should be aware that, in addition to state laws regarding drug and alcohol use, theft, and other matters, the State of New Hampshire has enacted a law against student hazing (Section 631:7). A copy of this law is available in the Exeter Summer Deans' Office. The school is required by law to report certain offenses, including hazing, to state and local authorities.

■ OTHER PROHIBITED ACTIVITIES

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" and "Drug-Free Zone" law. If a student is discovered using, purchasing, possessing or selling alcohol or other drugs, the case will be treated as a major offense. In addition, students who choose to remain present when alcohol and other drug rules are being broken may be subject to major disciplinary action.

GAMBLING

Gambling for money is prohibited.

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. Fire safety violations will 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.

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.

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.

Other Policies

■ 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”. The Academy’s

Sexual Misconduct Policy 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 refers to unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature 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.

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, or any member of the Exeter Summer 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).

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

A Formal Complaint. If the assistance of a mediator does not resolve the problem or was not pursued, you may also initiate a formal complaint about the incident. Students should report a complaint, preferably in writing, to their adviser, dorm head or a member of the Exeter Summer 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 inves-

tigation 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).

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 (see Discipline Process During the Summer). 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 Exeter Summer Dean. 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 Dean's Discipline up to and including Requirement to Withdraw.
- **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. Any faculty member or student who receives harassing communications of any kind, however, should report this immediately to the Director or Exeter Summer Dean, 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.

■ 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.

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 net-

works.

- 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 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 non-profit 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 Exeter Summer Dean. 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.

- 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 *Student Handbook*, 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 ex-

pectation 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 Zones Act.
- Any suspected violation of this policy should be reported immediately to the director of information technology as well as to general counsel, the Exeter Summer Dean, Director of Exeter Summer 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, birth-dates 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 and the Sexting Policy.
- 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 Exeter Summer Dean.

■ **CAMPUS SAFETY, EMERGENCY RESPONSE, AND PERSONAL SAFETY**

FIRE SAFETY

All dormitories hold two fire drills during the summer. 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. One of the 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 Exeter Summer office 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 students transportation will be coordinated from the Forum in Elizabeth Phillips Academy Center.

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:

1. Remain in the building and room you are in and ensure they are secure.
2. Lock windows that could be used to access the building and close window shades.
3. Remain quiet, turn off room lights, and move away from windows and doors.
4. If possible, remain where you will be able to receive

email and voice mail updates.

5. Do not enter hallways, common areas, or move from room to room.
6. Do not let anyone into a building or room during a campus lockdown.
7. Do not make unnecessary outgoing phone calls — preserve your phone battery.
8. If you are outside when a lockdown is initiated, do not check doors or wait outside a building in an attempt to gain access. You should immediately leave campus, go to a safe location and monitor text messages for incident updates.
9. Report suspicious activity or information concerning the emergency to the Office of Campus Safety or the Exeter Police Department.

PERSONAL SAFETY

1. Always lock your room except during a fire alarm activation and take your key. Do not leave the key in the door or near your room.
2. Do not admit strangers into your dormitory or into your room.
3. Always walk in lighted areas when traveling after dark.
4. Always travel in groups after dark.
5. Do not take shortcuts behind buildings or through secluded areas.
6. Hoverboards are not permitted on campus.
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. Rafting or boating of any kind without adult supervision is not allowed.
9. 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.
10. Do not go up on the roofs of school buildings.
11. 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.

■ 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 acceptance to the school and 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 Exeter Summer Office.

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.

Parents/Guardians agree that, in the event that our student's enrollment in Exeter Summer is voluntarily or involuntarily terminated for any reason, including, without limitation: (i) by the Academy for our breach of the Enrollment Contract or our student's violation of any of the Policies and Rules, or (ii) for any medical or similar condition where continued participation in Exeter Summer would not be in the best interests of our student (and provided that such determination may be made by the Academy in its sole discretion); we

will make any and all arrangements (including transportation, lodging and custodial) in order to facilitate our student's safe and timely separation from Exeter Summer and return home. We acknowledge and agree that such separation and return home shall occur in a prompt and expeditious manner, but in any case within twenty-four (24) hours of receiving notice from the Academy regarding the need for such separation. The Academy shall have sole discretion to determine whether separation is necessary, and whether additional time for separation may be allowed. In the event that we are unable or unwilling to make such arrangements in such time period, we hereby authorize the Academy to make all such arrangements on our behalf, and agree to reimburse the Academy in full for all expenses that are actually paid by the Academy or its representatives in facilitating the student's timely separation and return home. We further agree to make any payment under this paragraph within thirty (30) days of the Academy providing us notice of the same.

■ 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 as received a non-disciplinary response. When such violations are reported to local law enforcement or to DCYF, students and their actions may be the subject of an investigation by one 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. 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 Exeter Summer Dean and to DCYF. If the abuse or neglect constitutes assault, or sexual abuse or assault (including "sexting," described below), 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 child abuse 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 contain-

ing 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 Exeter Summer Dean or to the police. All Academy employees, including faculty and administration, are required to make a report to the Exeter Summer Dean or to the police if they observe hazing or have knowledge of it by a report or otherwise. The Exeter Summer Dean 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 Exeter Summer Dean 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 Exeter Summer Dean or another school administrator.

SEXUAL ASSAULT

Sexual assault is defined by the Academy’s Sexual Misconduct Policy. The Academy is required to notify local law enforcement if a student is sexually assaulted or reports that they have been sexually assaulted. If the child is under 18, a report also must be made to DCYF. In most cases, 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 their age for the purpose of purchasing tobacco products.

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 that violates 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 the Exeter Summer Dean or Director and may also be required to report it directly to the police and to the New Hampshire Division of Children, Youth and Families (DCYF) (see New Hampshire Laws and Mandatory Reporting Laws).

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: sexual intercourse; cunnilingus; fellatio; anal intercourse; any intrusion, however slight, of any part of the actor's body or any object manipulated by the actor into genital or anal openings of the victim's body; or any act which forces, coerces or intimidates the victim to perform any sexual penetration on the actor, on another person, or on himself 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 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, 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 or more older.

Affirmative Consent is a knowing, voluntary and mutual decision among all participants to engage in sexual activity. **Consent can be given by affirmative words or actions, and as long as those words create clear permission regarding willingness to engage in the sexual activity.** All parties must give consent in affirmative words to every sexual activity in which the individual's 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 any 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 influences 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. 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.

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, the school nurse, the school doctor, a counselor, the Exeter Summer 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 violation of Academy rules that may have taken place at the time of the sexual misconduct they are reporting.

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

A student who is a victim of sexual misconduct, and students who have information concerning sexual misconduct (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.

A student also may report a sexual assault directly to the police. (The phone number for the Exeter Police Department is 603.772.1212.)

ACADEMY RESPONSE TO SEXUAL ASSAULT

The Academy treats all reports of sexual misconduct seriously, with the well-being of its students as the first priority. 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 promptly assist students accused of sexual misconduct and notify parents and advisers of 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 involves 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. The Academy's investigation will be coordinated with law enforcement and DCYF in order not to interfere with their investigations.

Matters of sexual misconduct will be handled by the Director of Exeter Summer. Harassment complaints not related to sex (e.g., harassment on the basis of race, religion, disability, etc.) will also be addressed by the Director of Exeter Summer.

The Academy will not force a student victim to make a sexual misconduct report. Nor will the Academy force a student victim to participate in an Academy investigation or discipline process. The Academy will, however,

follow its mandatory reporting obligations, to the best of its ability, and will conduct an investigation of sexual misconduct that comes to its attention, whether or not a student chooses to bring a sexual assault complaint or participate in the Academy's investigation. 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, including through electronic means or in social media, will face discipline.

It is important to recognize that victims of sexual assault may seek disciplinary processes against the perpetrators, both in the Academy and with external authorities. Accordingly, the Academy expects that a student complainant will not engage in any retaliatory action against an accused student.

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 assault listed below. If a student requires transportation for visits to an off-campus sexual assault resource, transportation can be arranged through the Health and Wellness Center.

LOCAL RESOURCES

Director of Student Well-Being

Christina Palmer

603.777.3307

cdpalmer@exeter.edu

Exeter Police Department

603.772.1212

NH Coalition Against Domestic and Sexual Violence

888.644.3574

www.nhcadsv.org

www.nhcadsv.org/teen-dating-violence-resources.html

www.nhcadsv.org/child-sexual-abuse-resources.html

NH Sexual Assault Hotline, 24-hr statewide

800.277.5570

Haven

603.994.7233

www.havennh.org

NH Division of Children, Youth and Families

(NH DCYF)

800.894.5533 or 603.217.6562

www.dhhs.nh.gov/dcyf/

■ 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 Exeter Summer Dean.

It is important to note that some sexually intimate behaviors violate state laws and that school personnel are required to report such instances to state or local authorities. (see New Hampshire Mandated Reporting Laws). Students should note that the age of consent in New Hampshire is 16 and that students under the age of 16 are unable to give consent to certain sexual activity (see 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

603.772.9315

www.plannedparenthood.org/

IMPORTANT PHONE NUMBERS

In the event of a life-threatening emergency:	911
Campus Safety (days or nights):	603.777.4444 or 800.828.4325 (outside NH)
Exeter Police/Fire/Ambulance:	603.772.1212
New Hampshire Poison Control:	800.562.8236
Health Services:	603.777.3420
Exeter Summer Office:	603.777.3488 or 800.828.4325 (outside NH)

EXETER SUMMER OFFICE HOURS:

Mondays, Tuesdays, Thursdays and Fridays:	8:00am – 4:00pm
Wednesdays:	8:00am – 1:00pm
Saturdays:	8:00am - 12:00pm

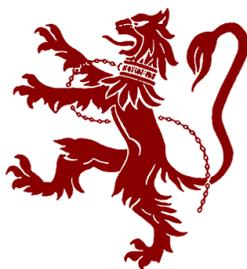
The office is closed on Sundays. Outside these hours, please follow instructions on our voice mail.

During Exeter Summer Office Hours, the Dean-on-Duty can be reached at 603.777.3488.

After hours, call the Dean-on-Duty at 603.828.3651 and leave a message.

If you do not receive a timely response, you may call the back-up Dean-on-Duty at 603.828.3653.

In the case of an emergency, call Campus Safety at 603.777.4444 from off-campus and x4444 when on-campus.



Phillips Exeter Academy - Exeter Summer

20 Main Street, Exeter, New Hampshire 03833-2460

603.777.3488 summer@exeter.edu

exeter.edu/summer

facebook.com/PEAExeterSummer

instagram.com/pea_exetersummer

EXETER SUMMER

exeter.edu/summer