

# EXETER SUMMER

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## STUDENT HANDBOOK

SUMMER OF 2020

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PHILLIPS

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EXETER

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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 significant 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](http://exeter.edu/summer)

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# Exeter Summer

## 2020 STUDENT HANDBOOK

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# Student Life

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## ■ ACADEMIC HONESTY/ PLAGIARISM

The Academy is confident that students of Exeter Summer 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 their instructor's permission beforehand 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. Parents/legal guardians of Day Students must call the Health Center at 603.777.3420 to report their child's absence.

Students are not permitted to arrive late or depart early from the Exeter Summer program and must complete the entire five (5) weeks in order to receive grades and comments.

## ■ 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 inside the Elizabeth Phillips Academy Center near the post office; the second is on the outside of the Jeremiah Smith Hall building (west side) near the parking area. There is a charge (\$2.50) for each ATM 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 accept cash, Lion Cards and credit/debit cards. The Bookstore also accepts checks drawn on U.S. banks.

## ■ BOOKSTORE

The Exeter Bookstore is managed by Barnes & Noble College. Students will find all required textbooks and supplies at the start of Exeter Summer. 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 6 from 9:00am-5:00pm. Regular hours during Exeter Summer are Monday-Friday 8:30am-5:00pm and Saturday 10:00am-2:00pm. Find more information about the Bookstore at [exeter.bncollege.com](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).

## ■ 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 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 menus are reviewed on a consistent basis by the Academy's dietician and Executive Chef, 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; Please use these and do not block egress by dropping backpacks at the dining hall entrance. 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 may be taken out of the dining hall.
7. Please use hydration stations on campus to refill water bottles. Refilling water bottles with product from the dining hall is not allowed; 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.
10. Parents/legal guardians are only allowed in the dining hall on Registration Day.

## ■ 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 strapless tops, tops with straps less than two inches wide, mesh shorts 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 is furnished with 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 classes)
- 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
- Drones
- 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 arrival at 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 the program 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 and parents/legal guardians receive via email 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/legal guardians and schools may use the comments as they see fit to represent the work for a student. **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 program.**

## ■ HOMEWORK

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

## ■ INFORMATION TECHNOLOGY

The Information Technology (IT) 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](mailto:itservices@exeter.edu), visit [www.exeter.edu/sstech](http://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 for specific course requirements). The computer should run the latest available operating system or the one prior and have up-to-date anti-virus software installed. As a member of the Exeter community it is your responsibility to adhere to the Acceptable Use Policy (see Acceptable Use Policy section).

## ■ LAUNDRY

The Academy has partnered with E&R Laundry and Dry Cleaners (E&R) to offer our boarding students weekly linen and personal laundry services. We recommend that students take advantage of the laundry service due to the demanding schedules they will be adhering to during the program. 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). Also available from E&R are linens for rent: sheets, pillowcases, and towels.

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](http://www.thecampuslaundry.com). 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 (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. Additionally, there are two coin-operated Laundromats within walking distance of the Academy.

## ■ LIBRARY

During the summer of 2020, the Class of 1945 Library will be closed for renovations. Library services will be located on the second floor of the Elizabeth Phillips Academy Center (EPAC). A collection of reference books, periodicals, daily newspapers, videos and newly acquired print books will be readily accessible. Online access to more than 25,000 magazines and newspapers, over 155,000 e-books, 87,000 streaming videos, and 144,000 streaming music CDs will be available for use with an Exeter Summer login.

The Music Library, located within the Music Media and Technology Suite in the Forrestal Bowld Music Center, has a collection that exceeds 7,000 items and consists of books, scores and sheet music representing a variety of musical traditions. Within the Suite there are 11 computers with specialized software and a networked printer.

## ■ 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 will receive their card on Registration Day and must keep this card available at all times. The Lion Card may be used within the Academy campus for purchases at the Bookstore, Grill and Student 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 and instructions will be emailed to your parents/legal guardians. ***(Funding of your Lion Card account will be activated in June).***

Once logged into [www.exeter.edu/ebills](http://www.exeter.edu/ebills) with Student ID and PIN:

- Click the tab at the top that says “**Make Payment**”.
- At “Select Account” in drop down make sure “**Lion Card**” shows in the box.
- **Click the “Select Button”** to the right (this saves your selection).
- At current Account Balance enter the **amount** in **the box** to the far right that you wish to add to the Lion Card Account. Click “**Continue**”.  
*Funds added will display as a negative balance, (i.e., -\$700) and will show as a \$0 balance when the funds are depleted.*
- Choose the “**Payment Method**” you want to pay with at the drop down and click “**Continue**”.
- Enter your bank or credit card information and save for future use, if desired.
- Click “**Continue**”.

You can also add funds via checks drawn on a U.S. bank. 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.** Refer to the “Banking and Money” section for ATM options.

## ■ 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 airline delays and lost luggage can occur, 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 the Elizabeth Phillips Academy Center. Mail is received daily from the U.S. Postal Service.

All 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/legal guardians of their PEA 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 (please, no nicknames)  
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

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

Healthcare provided to any student within the Lamont Health and Wellness Center is free of charge and there are no bills associated with these services. Other services, including laboratory tests, imaging/x-rays, prescriptions, specialist visits, emergency room trips and hospitalizations, are items that will be charged to your insurance plan. Treatment costs that are not covered by private insurance plans are the responsibility of the student's parent/legal guardian.

## 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.

## **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.

## **HEALTH FORMS**

Health forms are required and must be submitted by May 15, 2020. All forms are to be completed on the Patient Portal. You may access the portal through the link <https://exeter.medicatconnect.com> using your student's Phillips Exeter Academy credentials. For questions about the Patient Portal please contact the Health Center at 603.777.3420.

## **INTERNATIONAL STUDENT INJURY AND SICKNESS INSURANCE PLAN**

We are able to offer an International Student Injury and Sickness Plan for Exeter Summer 2020. All International students enrolled in the Exeter Summer program are eligible for coverage and will be automatically enrolled.

The cost of the International Student Insurance is \$227.80 for Exeter Summer 2020. The plan coverage dates are 7/6/20 - 8/8/20. Please refer to the plan summary and brochure (see links below) for more information including full benefits and exclusions.

[International Student Injury and Sickness Plan for Exeter Summer 2020 - Summary](#)

[International Student Injury and Sickness Insurance Plan Certificate of Coverage - Brochure](#)

We regret to inform you that we remain unable to offer health insurance coverage to our domestic students at this time. Please know that this is not by choice and is completely outside of the Academy's control. Rather, it reflects Federal and State regulatory issues that are impacting the private secondary schools overall.

We recognize that not being able to offer a domestic student health plan may be a worrisome change for

some of our families. There are several ways in which you might be able to maximize healthcare coverage for your domestic student. Please know that any healthcare provided to any student within the Lamont Health and Wellness Center is free of charge and there are no bills associated with these services. Other services, including laboratory tests, imaging/x-rays, prescriptions, specialist visits, emergency room trips and hospitalizations, are items that will be charged to your insurance plan.

If your student currently has a State-funded healthcare plan like Medicaid, there may be some services that are only covered within your specific state of residence. You can check the coverage by calling the number on your insurance card or checking the following link: <https://www.healthcare.gov/medicaid-chip/childrens-health-insurance-program/>

If your child has no insurance coverage or has State-funded healthcare, and has health conditions that require medications, visits to specialty providers, or regular laboratory tests, please contact us to discuss this further. We would like to partner with you to assure we provide seamless care for your student during Exeter Summer 2020. We look forward to hearing from you to help work through your concerns. You can reach the Health Center by phone at 603.777.3420 or by email at [healthservices@exeter.edu](mailto:healthservices@exeter.edu).

## **■ PARENT PERMISSION AND OUT-OF-TOWN/DAY TRIP PERMISSION PROCESS**

### **PARENTS/LEGAL GUARDIANS PERMISSIONS**

A completed Exeter Summer Parent Permission Form is required for all students and must be on file with the Exeter Summer Office (ESO). A unique link with the online form is emailed to parents/legal guardians 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 or email 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 *Parent Permission Form* on file with the appropriate permissions may request to leave campus for a Wednesday afternoon trip or for day/overnight trips on the weekend. Students must submit a *Student Application for Out-of-Town Permission* form online for each trip that the ESO will review. Students may not go beyond the immediate town proper without a trip approval email from the ESO.

### **DAY TRIPS OR OVERNIGHT TRIPS WITHOUT A PARENT/LEGAL GUARDIAN**

Students are allowed to go on day trips or overnight trips with anyone other than a parent/legal guardian, as long as the host is listed on the *Parent Permission Form* on file. Students must submit a *Student Application for Out-of-Town Permission* form online and provide the trip details. An email will go to the host who will need to verify the trip information by selecting the appropriate response on that email. ESO will then review the application and host response. A separate email with the decision will be sent to the student, parents/legal guardians, and host.

*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. A student may leave campus only after the student receives an ESO email approval for the application.

- 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 8, July 11, July 22 (*ACCESS EXETER Only*)\* and August 6.

*\*ACCESS EXETER students will be off campus on July 22 for their required day excursions.*

- Academic class trips do not require parents/legal guardians permission or a *Student Application for Out-of-Town Permission*. Occasionally a class trip may require an additional waiver; in this case the students' parents/legal guardians will be notified directly.

- Boarding students may not ride in a vehicle, even when accompanied by their parents/legal guardians, 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>.

*Please review the chart on the next page to assist in filling out the Parent Permission Form.*

## Guide for Completing the Parent Permission Form

**Note: A Parent Permission Form must be submitted to the Exeter Summer Office before you may get in a vehicle even if you are with your parents/guardians.**

Permission Needed on <i>Parental Permission Form</i> in order to do the following:	ESO Approved Student Application for Out-of-Town Permission	"Yes" on #1 along with adult name(s) 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 adult name(s) listed	Host verified trip	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 another Exeter Summer student	X			X					X		
Day trip by bus, taxi, private shuttle, Uber or limousine	X				X						
Day trip on Amtrak Downeaster*; riders require reservation number	X					X					
Unsupervised/Unchaperoned trips to Boston; transportation provided by Exeter Summer							X			X	
<b>Day trips and overnight weekend trips that do not fall in one of the above categories requires special permission from the Deans' Office.</b>											
<b>A Student Application for Out-of-Town Permission needs to be submitted online for each occasion.</b>											

\*Minors under the age of 16 may not travel on the Amtrak Downeaster without an accompanying adult.

If the child is 16, they must present a valid photo ID when purchasing tickets and have the photo ID available onboard the train.

[See AmtrakDowneaster.com](http://AmtrakDowneaster.com) for a complete listing of policies.

## ■ 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/legal guardians may communicate with Exeter Summer personnel only (not students) via the Exeter Summer email address: [summer@exeter.edu](mailto:summer@exeter.edu) or by phone to the office 603.777.3488. Our office business hours are: 7:30am – 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 meetings as well.

Phillips Church, located on the corner of Tan Lane and Front Street, hosts several meetings each week. Open Mic nights are held weekly in the sanctuary for students. 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 mosque, 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 or The Seabrook Room in Elm Street Dining Hall. 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 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. We strive to create a program that supplements the academic and physical education program with responsible recreation. Since students can choose to participate in excursions, 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. We will continue to enhance these activities in response to students' ideas.

### Examples of possible trips and estimated fees:

Blueberry Picking	\$7
Boston Common	\$35
Burlington Mall	\$15
Cambridge	\$20
Canobie Lake Amusement Park	\$50
Downtown Portsmouth	\$15
Fox Run Mall	\$15
Mall of NH	\$15
Merrimack Outlets	\$15
Mini Golf	\$20
Mt. Major Hike	\$15
Neon Bowling	\$20
O'Neil Cinema Trip	\$20
Rockingham Mall	\$15
Target	\$5
Water Country	\$47

### On-campus free events include:

Bead Making Crafts	Karaoke
Dances	Magician
Dodgeball Tournament	Movies
Exeter's Got Talent	Welcome Carnival

## ■ SWIM TEST

All students will take a mandatory swim test once on campus. Students who choose not to take or do not pass 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 6 between 8:00am and 6:00pm for Registration Day. Students may depart campus on Friday, August 7 after the final assembly (after 12:00pm/noon). All students must be off campus by 12:00pm (noon) on Saturday, August 8. We cannot accommodate students on campus prior to arrival on Monday, July 6 or after departure on Saturday, August 8.

We provide shuttles from Boston Logan International (MA) airport and from two locations in New York City. Reservations for the shuttles are required. All students must provide travel information by submitting their transportation form by June 1.

Please contact the Transportation office at [transportation@exeter.edu](mailto:transportation@exeter.edu) if you have questions concerning travel for your student.

### Arrival to Exeter:

Exeter Summer provides free transportation to Exeter for students on Monday, July 6 from the following locations:

### **BOSTON LOGAN INTERNATIONAL AIRPORT (BOS), BOSTON, MA** – Exeter chartered buses will

leave as they fill between 9:00am and 5:00pm. Space on buses is available ONLY by reservation through completing the student transportation form.

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' 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.

*Note to parents/legal guardians* – Buses do not return to Boston Logan from Exeter on Registration Day. Parents/legal guardians must make private arrangement (i.e., cabs or airport shuttles) for returning to Boston Logan airport (see Shuttles and Limousines section).

**NEW YORK CITY** – Departure from New York City is promptly at 9:00am. Space on buses is available ONLY by reservation through completing the student transportation form. 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). Space is very limited; therefore, students are only allowed two bags each and we cannot accommodate parents/legal guardians on these buses.

### SHUTTLES AND LIMOUSINES

Following is a list of area companies that provide transportation service. Most will require advance reservations. 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 Private Car  
800-546-6123  
[www.limo-123.com](http://www.limo-123.com)

C&J Bus  
800-258-7111  
[www.ridecj.com](http://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](http://www.coopercoach.com)

Caren's Caravan  
877-772-7959  
[www.carens.com](http://www.carens.com)

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

Green Rides USA  
877-642-6001  
[www.greenridesusa.com](http://www.greenridesusa.com)

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

Flight Line Seacoast  
800-245-2525  
[www.flightlineinc.com](http://www.flightlineinc.com)

Great Bay Limousine  
800-820-6117 or 603-431-6490  
[www.greatbaylimo.com](http://www.greatbaylimo.com)

Regal Limousine  
800-709-3500 or 603-964-9460  
[www.regallimo.com](http://www.regallimo.com)

### AIRPORT AND TRAIN INFORMATION

#### Airports:

Real-time status and conditions of U.S. airports:  
[www.fly.faa.gov](http://www.fly.faa.gov)

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

#### Trains:

Amtrak trains from South Station (Boston):  
[www.amtrak.com](http://www.amtrak.com)

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

Amtrak has a strictly enforced policy that no child under 16 may ride the train without an adult (a person over 18). For any other travel questions, please contact the Transportation office at [transportation@exeter.edu](mailto:transportation@exeter.edu).

#### Departure from Exeter:

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

• Friday, August 7 - Students may depart campus after the final assembly (after 12:00pm/noon). However, those leaving on Friday, will miss the final dinner and dance.

Exeter Summer will provide free transportation on Friday, August 7 from Exeter to Logan International Airport (Boston) starting at 3pm. Students who wish to take the Exeter transportation must have flights leaving no earlier than 6pm (domestic) or 8pm (International).

Students who need Unaccompanied Minor service from Phillips Exeter Academy on Friday, August 7 need to schedule flight times no earlier than 6pm (domestic) or 8pm (International). Exeter Summer cannot offer transportation to Boston for earlier flight times and it will be the family's responsibility to get their student(s) to the airport.

• Saturday, August 8 - All students must be off-campus by 12:00pm (noon).

When planning your return flights on Saturday, August 8, departure times should be after 8:00am for flights departing from Boston Logan International Airport. Buses will leave Exeter for Boston Logan Airport beginning at 5:30am 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 on Saturday, August 8 from Exeter to the following locations:

**BOSTON LOGAN INTERNATIONAL AIRPORT (BOS), BOSTON, MA - Friday, August 7 (flights 5:00pm or later) and Saturday, August 8**

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

**NEW YORK CITY: Penn Station and Grand Central Station - Friday, August 8 only**

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

Students requiring transportation to Boston Logan, Penn Station or Grand Central Station need to reserve their space when submitting the student transportation form.

**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 parents/legal guardians responsibility to make these arrangements directly with the airline.

**Arrival:** Students who purchase Unaccompanied Minor service from an airline and require our arrival transportation service must indicate that they are unaccompanied minors on the student transportation form. Exeter Summer will arrange for a chaperone to meet the student at the gate.

**Departure:** 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 dropping off Unaccompanied Minors at the airport. This fee will be deducted from the student's Lion Card during the third week of the program.

The Unaccompanied Minor departure 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. However, 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 the gate during the boarding process.

If you have questions concerning travel for your student, please contact the Transportation Office at [transportation@exeter.edu](mailto:transportation@exeter.edu)

## ■ VISAS

Based on the U.S. State Department rules and regulations, the appropriate status for travel to our program is “Visitor” not “Student”. Refer to the “Do you need a Visa?” 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/legal guardians 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](http://www.exeterarea.org).

# Boarding Students Information and Guidelines

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## ■ DORM ACCESS

Room key and Student ID card (Lion Card) are issued at no cost on Registration Day.

**DORM ROOM KEY** – Each student is issued a key to their dorm room. For security reasons, students should lock their dorm room at all times. 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** – Each student is issued a multipurpose identification card. This card serves as dorm access card, library card, and Lion Card. ID cards must be worn on the provided lanyard 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, dressers, closet or wardrobe, desks, chairs, lamps and wastebaskets. 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/legal guardians 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](mailto:summer@exeter.edu) and received before May 1. 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

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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 opportunities to get acquainted with other students.

## ■ DAY STUDENT REGULATIONS

1. When at home, day students are under the supervision of their parents/legal guardians. 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 can invite boarders as overnight weekend guests or for a day trip. The steps outlined in the "Parental Permissions and Out-of-Town/Day Trip Permission Process" need to be followed for 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/legal guardians must call Health Services at 603.777.3420 by 8:00am on the day of the absence.
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 on campus 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 any other student 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 6. 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 your arrival at Exeter Summer.

## ■ EXETER SUMMER LIFE AND FIELD DAYS

Please plan to participate in Exeter Summer Life Day on July 8 between 1:30pm - 4:00pm and dinner from 5:00pm - 7:00pm; and Field Day on July 11 from 4:00pm - 6:00pm.

## ■ POST OFFICE

Day students are assigned a PEA mail 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 parents' /legal guardians' 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 (following town parking rules) including Tan Lane, the Water Street parking lot, behind the Central Heating Station or in the parking garage under the Thompson Field House.

### **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

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A violation of any Fundamental rule set forth in the section “Rules 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/legal guardians 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. Parents/legal guardians will be notified at the discretion of the Exeter Summer Dean.

**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/legal guardians may withdraw a student from Exeter Summer at any time. The Academy, however, can issue grades and comments only if all work is completed, the student is in good standing and the student completes the entire program.

# Rules and Regulations

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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.

The regulations are few and simple and are based upon common sense, courtesy, and mutual trust. 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. The possession or use of alcohol, drugs, tobacco products and vaping materials 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.

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 library materials.
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, rollerblades/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.
15. Unmanned aerial vehicles (drones) of any type are prohibited.

Students who choose to remain present when alcohol, other drugs, 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 Rules and Regulations, any medical or similar condition or other reasons, the student's parents/legal guardians must 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 will be reimbursed in full by the parents/legal 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/legal guardians 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 State and Mandatory Reporting Laws, specifically "Controlled Drug Act" and "Drug-Free Zone" law. If a student is discovered using, purchasing, possessing or selling alcohol or other drugs, the case will be treated as a major offense. In addition, students who choose to remain present when alcohol and other drug rules are being broken may be subject to 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 any weapons including blades or 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 PRODUCTS, E-CIGARETTES AND LIQUID 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

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## ■ 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 “legally protected status” (as defined below). The Academy is also committed to providing reasonable accommodations for qualified individuals with known disabilities in accordance with the Americans with Disabilities Act and other applicable law.

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

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

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

### ***Sexual Harassment***

Harassment on the basis of sex shall not be tolerated. For the purpose of this definition, the word “sex” includes pregnancy and medical conditions that result from pregnancy. Sexual harassment means sexual advances, requests for sexual favors, verbal, non-verbal, or physical conduct of a sexual nature, and/or any unwelcome conduct that is directed at an individual because of the individual’s sex, when: (1) submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of employment or educational opportunity or the basis for an employment or educational decision; (2) such conduct has purpose or effect of unreasonably interfering with work or educational performance creating an intimidating, hostile or sexually offensive work or educational environment for the intended target of the sexual harassment or anyone else who sees or experiences the conduct.

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

- 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;
- repeatedly asking another employee or student to socialize or for a date after the employee has said no; or

- hostile actions taken against an individual because of that individual’s sex, sexual orientation, gender identity, and/or the status of being transgender, such as: interfering with, destroying or damaging an individual’s workstation, tools or equipment, or otherwise interfering with the individual’s ability for work or educational performance.

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

### ***Racial, Color and National Origin Harassment***

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

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

### ***Sexual Orientation or Gender Identity/Expression Harassment***

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

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

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

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

*Seeking Advice.* Students may consult their adviser, dorm head, or any member of the 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 State and Mandatory Reporting Laws).

*Mediating a Resolution.* If you think an intermediary may assist you in resolving the problem, you may ask your adviser, dorm head or any member of the Exeter Summer 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 Deans' 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**

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

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

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

Violations of this policy by and among students will be handled consistent with the student 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***

The Academy also strictly prohibits retaliation against any member of the Academy community in connection with any good-faith report of sexual or other unlawful harassment. Retaliation is a very serious violation of this policy. Violations of this policy should be reported immediately to the Exeter Summer Dean's Office.

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. Student violations of this policy will be handled in accordance with the Discipline Process During the Summer.
- **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 equip-

ment 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 networks.
- Attempts to monitor, analyze or tamper with network data packets that are not explicitly addressed to your computer.
- Using a network address other than the one assigned by the Academy.
- Execution or compilation of programs that are intended to or have the potential to 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 herein, in the *Employment Guidelines* and the *Faculty Handbook*.
- Use of the Academy’s technology resources for any type of illegal activity.

## **SECURITY**

- The security and integrity of information stored on each user’s computer is the responsibility of the individual user. Computer accounts, passwords, security codes and other types of authorization are assigned to individual users and must not be shared with or used by others. The Academy

reserves the right to bypass such passwords and to access, view or monitor technology resources and all of their contents. By accessing the Academy’s technology resources, you have consented to the Academy’s right to do so.

- Users may not attempt to circumvent or subvert the security provisions of any system.

## **PRIVACY EXPECTATIONS**

- The Academy’s network, voice and computing resources are the property of the Academy. The Academy will, to the extent possible, or practicable, respect the privacy of all account holders on the network. However, the Academy reserves the right to access, view or monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access the Academy’s network, and it may be required by law to allow third parties to do so.
- Electronic data may become evidence in legal proceedings. IT will participate as required in any investigation as directed by general counsel or their designee.
- The Academy places a high value on privacy and recognizes its critical importance in an academic setting. There are nonetheless circumstances in which, following carefully prescribed processes, the Academy may determine that certain broad concerns outweigh the value of an individual’s expectation of privacy and warrant Academy access to relevant technology systems without the consent of the individual. If there is reasonable evidence to suspect a breach has occurred or that the network is being compromised, IT will take appropriate actions to protect the Academy’s technology and information assets.
- The Academy reserves the right to protect systems, software, individuals and contents of the network from potential or actual harm.
- Users should exercise caution when storing, processing and/or transmitting personal and sensitive data.

## **ENFORCEMENT and SANCTIONS**

- All members of the community are expected to assist in the enforcement of this policy. Violations of this policy may result in a variety of disciplinary actions, which may include the loss of computer,

telephone or network access privileges or dismissal for employees and 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 IT 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, birthdates or phone numbers, which can enable identity theft or put yourself and others at risk.
- Members of the community have varying degrees of comfort with their words and images being posted online; as such, consider others’ privacy and seek permission before posting information and

photos on the internet.

- Nothing that constitutes bullying, harassment, discrimination or sexting may be posted on social media sites. See the Academy’s Bullying, Hazing and Harassment Policy 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

Campus Safety provide a comprehensive service to ensure the safety and well-being of the Academy community. All Academy streets and grounds are patrolled 24 hours a day, 365 days a year. All Campus Safety vehicles and personnel are radio-equipped and in constant communication with the Academy dispatcher and the local police and fire department. Campus Safety responds to all emergencies on campus and investigates complaints from students, staff, and faculty. For assistance, Campus Safety personnel at the dispatch center can be reached at 603.777.4444 around the clock. For life-threatening emergencies, call 911.

### 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, YOU MUST EVACUATE and 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. Students 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 and/or the Thompson Field House, where a second attendance will be taken before boarding 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 in Raymond, NH. For longer terms of evacuation, all will be transported to St. Paul's School in Concord, NH.
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. Do not use emergency exits except in the case of an emergency.
12. Report all suspicious persons and activities immediately to Campus Safety. “See Something, Say Something.”

Exterior emergency telephones (blue boxes) 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**

### **COMMUNICATING WITH ACADEMY EMPLOYEES**

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

### **FOR PARENTS WHO LIVE APART**

The Academy seeks to establish an efficient and productive communications process with a student’s parents/legal guardians. 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 the 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 has received a non-disciplinary response. When such violations are reported to local law enforcement or to DCYF, students and their actions may be the subject of an investigation by one of these agencies. We encourage parents/legal guardians to discuss these matters with their children.

New Hampshire's reporting laws 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 or to the Director of Student Well-Being and to DCYF. The Exeter Summer Dean or Director of Student Well-Being may assist with the report to DCYF. If the abuse or neglect constitutes assault, or sexual abuse or assault (including "sexting," described below), or is otherwise required to be reported to the Exeter Police Department pursuant to the MOU, a report must be made to the police. In some cases, an investigation by these state and local entities

will be prompted by the report. The Academy will fully cooperate with authorities in all investigations. After a mandatory report is made to authorities, the Academy will not investigate further unless and until the authorities indicate that an investigation is permissible. Knowing failure to report as required under the Child Protection Act or any New Hampshire mandatory reporting law is a violation of Academy policy and a violation of the law.

### **CONTROLLED DRUG ACT (NH RSA 318-B)**

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

### **DRUG-FREE ZONE (NH RSA 193-B)**

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

### **HAZING (NH RSA 631:7)**

Hazing is defined by New Hampshire law as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in an act, when such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and such act is a condition of initia-

tion 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, but are limited to, the following: homicide, assault, sexual assault, criminal mischief, unlawful possession or sale of a firearm or other dangerous weapon, arson, burglary, robbery, theft (over \$500), illegal possession or sale of a controlled drug under RSA 318-B, and criminal threatening under RSA 631:4. Academy employees who witness or have information from the victim of any such acts must immediately submit a report in writing to a supervisor. The supervisor must immediately forward the report to the 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 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 dismissal. 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, the Director of Student Well-Being, or another school administrator.

### **SEXUAL ASSAULT**

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

### **TOBACCO PRODUCTS, E-CIGARETTES AND LIQUID NICOTINE (NH RSA 126-K:6)**

New Hampshire state law prohibits people under the age of 19 to purchase, attempt to purchase, possess, or use any tobacco product, e-cigarette, or liquid nicotine. This law also states that a person under 19 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 support-

ive 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, as well as other behavior described and defined in this section. 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, the Director of Student Well-Being, or the 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 State and Mandatory Reporting Laws).

### **ADULT MISCONDUCT**

The Academy does not tolerate sexually inappropriate touching and/or interaction of any kind between adults (faculty, administrators, staff and other employees) and students, regardless of age, including all forms of sexual activity and sexual harassment. Violators of this policy will be subject to serious penalties, up to and including termination and being barred from campus. Any person who witnesses or has knowledge of a violation of this policy should immediately report it to a Dean, the Director of Student Well-Being, or the General Counsel, one of whom will report it to the New Hampshire Division for Children, Youth and Families (DCYF) and to the Exeter Police Department (see New Hampshire State and Mandatory Reporting Laws section). The administrator (Dean, Director of Student Well-Being, or General Counsel) will inform the person who originally brought allegations forward that a report has been made to authorities or that a report was not required. Although it is recommended to make a report to administrator(s) on campus, any person who witness-

es or has knowledge of sexual misconduct, abuse or neglect may make a report directly to DCYF and/or the Exeter Police Department (EPD).

## **UNDERSTANDING CONSENT AND SEXUAL MISCONDUCT**

*Affirmative consent:* Consent is a knowing, voluntary, unambiguous and mutual decision among all participants to engage in sexual activity. **In the Academy community, students can consent only by using affirmative words, and as long as those words create clear permission, given freely without coercion, regarding willingness to engage in sexual activity.** All parties must give consent in affirmative words to every sexual act in which the individuals participate.

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

Additional information and expectations about consent:

- The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.
- Silence or lack of resistance do not constitute consent.
- If there is confusion or uncertainty about whether a participant is consenting to sexual activity, stop and clarify verbally the person's willingness to continue.
- Consent may be initially given but withdrawn at any time, before or during sexual activity, through words or clear and unambiguous actions or behavior. It is important to note that relying solely on nonverbal communication can sometimes lead to misunderstandings.
- When consent is withdrawn or can no longer be given, sexual activity must stop. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual

activity. Incapacitation may be caused by the lack of consciousness or being asleep, being restrained, or if an individual otherwise cannot consent. Someone who is under the influence of alcohol, or other drugs, or other intoxicants may be incapacitated and therefore unable to consent.

- Consent cannot be given when it is the result of any coercion. Coercion may include, but is not limited to force; threats of physical, material, or emotional harm; intimidation; or repeated requests or other forms of pressure.

Under the law, some situations are deemed sexual assault because a participant cannot give consent. These factors include a difference in power between the participants, mental illness, mental disability, intoxication, and/or being under the age of consent, which in New Hampshire is 16 years.

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.

## **DEFINITIONS**

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

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

*Sexual misconduct* is a broad term encompassing any behaviors of a sexual nature that violate the Academy's policies. Sexual misconduct includes, but is not limited to, sexual assault, sexual contests, sexual exploitation, sexual harassment, and stalking, all of which are defined below.

- *Sexual assault* is non-consensual sexual penetration or sexual contact of one person by another.
- *Sexual contests* describe circumstances when individuals compete with one another to achieve sexual goals or milestones. Examples of sexual contests include, but are not limited to, keeping lists of sexual exploits, winning a prize for accomplishing a sexual goal, or being expected to accept a consequence for failure to achieve a sexual goal.
- *Sexual exploitation* is taking non-consensual, unjust or abusive advantage of another in a sexual or intimate context. Sexual exploitation includes, but is not limited to, prostituting another person; engaging in, permitting, reproducing, or facilitating nonconsensual viewing, video-recording, photographing, or audio-recording of sexual or intimate activity (such as dressing, showering, toileting, or similar activity); or knowingly infecting another person with a sexually transmitted infection.
- *Sexual harassment*: Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature can constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunity; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance by creating an intimidating, hostile or offensive working or educational environment. It is a violation of Academy 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 of any age.
- *Stalking* is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety, for the safety of a third person, or to feel extreme emotional distress

due to repetitive contact or the perception of such conduct. Stalking behaviors include, for example, non-consensual communication by any means; use of surveillance in person or via social media or other electronic means; collecting information about a person's routine, friends, family or coworkers; uninvited visits to a residence, workplace, classroom, house of worship, or other locations where an individual is commonly found.

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

### **REPORTING SEXUAL MISCONDUCT**

Students who believe they have experienced sexual misconduct should seek help immediately from their parents/guardians and/or a trusted adult on campus, including the Director of Student Well-Being, a school nurse, the school doctor, a counselor, adviser, a dean, or a Campus Safety officer. ***Students should call 911 if they need or witness a need for immediate police and/or medical attention.***

Reporting sexual misconduct can be difficult, and students in that situation (or witnesses to such behavior) may experience a multitude of emotions when considering whether to report the conduct. The Academy encourages anyone who has experienced or witnessed misconduct to prioritize their personal safety and physical/emotional well-being. The Academy seeks to empower students with options to address this conduct. We encourage our students to seek out an adult with whom they are comfortable to help them receive the support they need during what is often a difficult time.

The Academy encourages students to disclose information about any misconduct to a faculty or staff member. Students or bystanders who provide information in order to help other students will not face community conduct action for violations of other Academy rules that may have taken place at the time of the sexual misconduct.

**Any member of the Academy community, including students, as well as current faculty and staff,**

**may make a report of sexual misconduct by contacting one of the following:**

Director of Student Well-Being: 603.777.3307

Exeter Summer Dean of Students: 603.777.3488

Campus Safety: 603.777.4444

**Or, any trusted adult.**

Even when an incident is first disclosed to another community member, all reports are ultimately shared with the Director of Student Well-Being and General Counsel.

**Students may also report a sexual assault directly to the police. (The non-emergency phone number for the Exeter Police Department is 603.772.1212.) Students in need of immediate, emergency attention should dial 911.**

Reports of sexual misconduct may be verbal or written. When reporting an incident, it is helpful for the reporting party to provide as much information as they recall and are comfortable sharing, including the following:

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

**ACADEMY RESPONSE TO SEXUAL MISCONDUCT**

Academy employees responding to a report of sexual misconduct will promptly assist the student who has experienced misconduct in obtaining medical care and other services. The Academy will also provide assistance and support to students accused of sexual misconduct. First, the Academy will notify the students involved and inform those students that it is necessary to promptly inform their parents/guardians of all allegations. Next, the Academy will inform the students' parents/guardians of the allegations made and address any questions they may have.

Following allegations of sexual misconduct, the Academy, in accordance with our MOU (Memorandum of

Understanding) with the Exeter Police Department, will promptly notify the police and, if the misconduct involved a student under 18, the New Hampshire Division for Children, Youth and Families (DCYF). Law enforcement and/or DCYF may wish to conduct an investigation.

Once any law enforcement or DCYF investigation is complete, the Exeter Summer Deans will determine how to address the allegations. Please note that the brief duration of the Exeter Summer program will likely preclude a complete investigation of and resolution to the allegations. For a variety of reasons, the parents/guardians of the impacted students may find it to be in their student's best interests to withdraw from Exeter Summer. The Exeter Summer Deans and the director of Exeter Summer will communicate with impacted students and their parents/guardians about the available options. Allegations of sexual misconduct by an employee will be handled by the principal in consultation with the director of Exeter Summer and/or director of human resources. In some instances, when allegations do not include sexual assault, the Exeter Summer Deans may choose to conduct an investigation through the usual discipline process.

The Academy encourages the participation and cooperation of all students in a sexual misconduct investigation and discipline process. The Academy will not, however, force a student who has experienced sexual misconduct to make a report. Nor will the Academy force that student to participate in an Academy investigation or community conduct process. The Academy will, however, follow mandatory reporting obligations. Responding students accused of sexual misconduct must participate in the investigation or may be asked to leave Exeter Summer.

**RETALIATION**

Retaliation for reporting sexual misconduct or for participating in an investigation resulting from a report of sexual misconduct is prohibited. Any student engaging in retaliation against a reporting student, a responding student, or any other student, including through electronic means or via social media, are subject to disciplinary action. Retaliation may include, but is not limited to, unwanted attempts to contact a student in-

volved in the report, asking others to contact a student involved, spreading rumors about other students, surveying others for information about an alleged incident, or threats or harassment of any kind.

## ■ 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, parents/legal guardians 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 State and Mandatory Reporting Laws). Students should note that the age of consent in New Hampshire is 16 and that students under the age of 16 are unable to give consent to certain sexual activity (see Understanding Sexual Misconduct).

Students are encouraged to speak with an Academy counselor 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/](http://www.plannedparenthood.org/)

## IMPORTANT PHONE NUMBERS

In the event of a life-threatening emergency:	911
Campus Safety (days or nights):	603.777.4444
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

### **EXETER SUMMER OFFICE HOURS (during summer program):**

Mondays, Tuesdays, Thursdays and Fridays:	7:30am – 4:00pm
Wednesdays:	8:00am – 1:00pm
Saturdays:	8:00am - 12:00pm

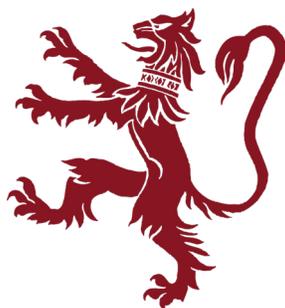
*The office is closed on Sundays. Outside these hours, please follow instructions on our voice mail.*

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](mailto:summer@exeter.edu)

[exeter.edu/summer](http://exeter.edu/summer)

[facebook.com/PEAExeterSummer](https://facebook.com/PEAExeterSummer)

[instagram.com/pea\\_exetersummer](https://instagram.com/pea_exetersummer)

## Appendix

### MEMORANDUM OF UNDERSTANDING

This agreement is dated this 31st day of May 2019 between Phillips Exeter Academy (PEA) and the Exeter Police Department (EPD). It is the intention of Phillips Exeter Academy and the Exeter Police Department to enhance our joint cooperative effort to provide a safe and healthy school environment for students, faculty, staff and visitors. We intend to do this in compliance with New Hampshire RSA 169-C, the Child Protection Act, and New Hampshire RSA 193-D, the Safe School Zones Act, and New Hampshire RSA 631:7, the law governing Student Hazing. This agreement supersedes and replaces the previous agreement dated October 2018.

#### I. MANDATORY REPORTING PURSUANT TO RSA 169-C, THE CHILD PROTECTION ACT.

- A. Pursuant to RSA 169-C:29, all adults having reason to suspect that a child has been abused or neglected shall report the same to the New Hampshire Division of Children, Youth and Families (DCYF). DCYF can be contacted 24 hours a day, including weekends and holidays, at 1-800-894-5533. In order to ensure compliance with this law, Phillips Exeter Academy agrees that every school employee who, in the course of their employment at PEA, has reason to suspect that a child has been abused or neglected shall report such act immediately to DCYF, and, thereafter, to the Director of Student Well-being. The Director receiving such report shall immediately forward the information to the school's General Counsel (or her designee) who immediately shall report orally to DCYF, following the oral report within 48 hours with a written report. General Counsel (or her designee) shall also file a written report with the Exeter Police Department. The duty of an employee to report suspected neglect or abuse to PEA is in addition to the employee's mandated requirement to immediately report it to DCYF themselves.
- B. Pursuant to this Section I, Phillips Exeter Academy and the Exeter Police Department agree that any and all suspected acts of sexual abuse of a child, regardless of potential legal classification or the time in which they occurred, shall be reported to the Exeter Police Department. It is the intention of this provision to exceed the current requirements of New Hampshire reporting statutes.
- C. Phillips Exeter Academy shall have in place administrative procedures for other members of the school staff to be tasked with the institutional reporting responsibility described in this Section I in the event the Director of Student Well-being or General Counsel are unavailable.
- D. Any report required by this Section I shall contain, if known, the name and address of the child suspected of being neglected or abused and the person responsible for the child's welfare, the specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be relevant in establishing neglect or abuse or that may be required by DCYF or the Exeter Police Department.
- E. Phillips Exeter Academy will not undertake any investigation of any matter reportable under this Section I unless and until specifically cleared by an authorized representative of the Exeter Police Department to undertake such an investigation.

#### II. MANDATORY REPORTING PURSUANT TO RSA 193-D, THE SAFE SCHOOL ZONES ACT.

- A. As required by law, Phillips Exeter Academy agrees that every school employee who has witnessed or who has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report

such act in writing immediately to a supervisor or to the Campus Safety Department. A supervisor receiving such report shall immediately forward the information to the school's General Counsel (or her designee) who shall file it with the Exeter Police Department. Reports to the Exeter Police Department under this Section II shall be made by either the Campus Safety Department or General Counsel (or her designee) by telephone to the Exeter Police Department immediately and shall be followed within 48 hours by a report in writing. If the victim is a student, the General Counsel (or her designee) shall also notify the student's parents/guardians as required by RSA 193-D (4)(I)(a).

- B. Nothing in this section is meant to prevent the school employee who has reason to suspect that a child has been abused or neglected from fulfilling their mandated reporting requirement under RSA 169-C:29 to immediately report it to DCYF themselves. DCYF can be contacted 24 hours a day, including weekend and holidays, at 1-800-894-5533.
- C. Phillips Exeter Academy shall have in place administrative procedures for other members of the school staff to be tasked with the reporting responsibility described in this Section II in the event General Counsel or a representative from Campus Safety are unavailable.
- D. RSA 193-D:79 states: Notwithstanding any other provision of law it shall be permissible for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction or violence in a safe school zone regarding the identity of any juvenile, police records relating to the juvenile or other relevant information when such information reasonably relates to delinquency or criminal conduct, suspected delinquency or suspected criminal conduct or any conduct which would classify a pupil as a child in need of services under RSA 169-D, or a child in need of protection under RSA 169-C.
  - A. The oral and written reports required by this memorandum should include, to the extent possible:
    - (i) Identification of the act of theft, destruction or violence as defined by RSA 193-D:I that was allegedly committed;
    - (ii) The name and address, if known of any witness to the act of theft, destruction or violence in a safe school zone; and
    - (iii) The name and home address, if known of any person suspected of committing an act of theft, destruction or violence in a safe school zone.
- F. The written report required by this memorandum may be waived by the Exeter Police Department when there is a law enforcement response at the time of the incident, which results in a written police report.
- G. The following shall be reportable "Acts of theft, destruction or violence" under this Section II, regardless of the age of the perpetrator, and shall be reported as required above:
  - (i) Any of the offenses enumerated in RSA 189:13-a, V

Such offenses include violations of RSA 630:1 (capital murder); 630:1-a (first degree murder); 630:1-b (second degree murder); 630:2 (manslaughter); 632-A:2 (aggravated felonious sexual assault); 632-A:3 (felonious sexual assault); 632-A:4 (sexual assault); 633:1 (kidnapping); 639:2 (incest); 639:3 (endangering the welfare of a child or incompetent); 645:1, II or III (felony indecent exposure or

lewdness); 645:2 (prostitution and related offenses); 649-A:3 (possession of child sexual abuse images); 649-A:3-a (distribution of child sexual abuse images); 649-A:3-b (manufacture of child sexual abuse images); 649-B:3 (computer pornography and child exploitation); or 649-B:4 (computer pornography and child exploitation); or any violation of RSA 650:2 (obscene matter) where the act involves a child in material deemed obscene. Any death shall be immediately reported to law enforcement officials regardless of the suspected cause.

(ii) Any first or second degree assault under RSA 631

This will include any serious injury to a person caused knowingly, purposely, recklessly or negligently by another person. Police investigation may reveal that not all of these incidents constitute an actual crime. However, reporting will allow a police investigation to be conducted.

(iii) Any simple assault under RSA 631:2-a

Simple assault includes a person who purposely or knowingly causes bodily injury or unprivileged physical contact with another; or recklessly causes bodily injury to another; or negligently causes bodily injury to another by means of a deadly weapon. The parties recognize that this can include minor contact. The Principal (or his designee) will have discretion to make a determination whether to report the contact to the Exeter Police Department in light of the severity of the circumstances.

(iv) Any felonious or aggravated felonious sexual assault under RSA 632-A

All acts of sexual contact under RSA 632-A:2,I,a - m; II & III and any acts of sexual contact under RSA 632-A:3,II & III; and sexual assault under RSA 632-A-4.

Pursuant to this Section II, Phillips Exeter Academy and the Exeter Police Department agree that any and all suspected acts of sexual assault, regardless of legal classification or the time in which they occurred, shall be reported to the Exeter Police Department. It is the intention of this provision to exceed the current requirements of New Hampshire reporting statutes.

(v) Criminal mischief under RSA 634:2

Criminal mischief includes a person who, having no right to do so, nor any reasonable basis for belief of having such a right, purposely or recklessly damages property of another. The Principal (or his designee) will have discretion to make a determination whether to report the contact to the Exeter Police Department in light of the severity of the circumstances.

Unlawful possession or sale of a firearm or other dangerous weapon under RSA 159

Due to the potential for serious bodily injury or death when firearms are present, any person in possession of a firearm within safe school zones will be reported, except recognized law enforcement personnel, theater productions that utilize non-functioning weapons, and faculty and administrative personnel who live on campus.

(vii) Arson under RSA 634:1

Any person who knowingly starts any fire or causes any explosion that unlawfully damages the property of another, or is done with the intentional disregard for the safety of others, is included in this section.

(viii) Burglary under RSA 635

Any person who enters a building or separately secured section of a building, with a purpose to commit a crime therein, unless the premises are at the time open to the public or the actor is licensed or privileged to enter.

(ix) Robbery under RSA 636

Any person who in the course of committing a theft:

- a. Uses physical force on the person of another and such person is aware of such force; or
- b. Threatens another with or theft that is accomplished by the use of physical force or the threat of physical force.

(x) Theft under RSA 637

Theft is the obtaining or exercising of unauthorized control over the property of another with a purpose to deprive him thereof. Thefts involving a value of five hundred dollars (\$500.00) or less may be handled by school faculty and administrators and not reported to the Exeter Police Department.

(xi) Illegal sale or possession of a controlled drug under RSA 318-B

Any distribution or possession of a controlled substance as defined by state and federal controlled substance laws, excepting prescribed medication legally possessed by the patient and/or a staff member from Health Services or other legal prescriber.

H. The following terms, as defined in RSA 193-D:I, shall apply to this Section II:

- (i) “Safe school zone” means an area inclusive of any school property or school buses.
- (ii) “School employee” means any school administrator, teacher, or other employee, or any person providing or performing continuing contract services for Phillips Exeter Academy.
- (iii) “School property” means all real property, physical plant and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.
- (iv) “School purposes” means school-sponsored programs, including but not limited to educational or extracurricular activities.

### III. MANDATORY REPORTING PURSUANT TO RSA 631:7, THE LAW GOVERNING STUDENT HAZING.

- A. As required by law, Phillips Exeter Academy agrees that every school employee who has knowledge of any hazing shall report such act immediately to the Director of Student Well-being. The Director receiving such report shall immediately forward the information to the school's General Counsel (or her designee) who immediately shall file the report orally with the Exeter Police Department. General Counsel (or her designee) shall also file a written report with the Exeter Police Department.
- B. Phillips Exeter Academy shall have in place administrative procedures for other members of the school staff to be tasked with the reporting responsibility described in this Section III in the event the Director of Student Well-being or General Counsel are unavailable.
- C. Phillips Exeter Academy will not undertake any investigation of any matter reportable under this Section III unless and until specifically cleared by an authorized representative of the Exeter Police Department to undertake such an investigation.

### IV. ADDITIONAL COMMITMENTS.

- A. Nothing contained in this memorandum is intended to limit the events that may be reported to the Exeter Police Department or to limit school employees from requesting police assistance on matters not referred to in this memorandum.
- B. Interviews. Phillips Exeter Academy acts as the parent (in loco parentis) for its students. If a police officer should need to interview a student, a member of the department will contact the Office of Campus Safety to arrange for the interview. Campus Safety will work in conjunction with the office of the Dean of Students to ensure an appropriate representative of the school is present during the interview for those students under the age of eighteen (18), unless a student, with the knowledge and consent of his/her parents/guardians, chooses not to be accompanied to the interview. An exception to this is any interview conducted at the Child Advocacy Center (CAC). In following best practices and established protocol, neither school representatives nor parents/guardians will be present during or observe any interview conducted at the CAC.
- C. Handling of Controlled Substances. It is agreed that once any suspected controlled substance is located during a room search or discovered in any other fashion on the campus of Phillips Exeter Academy, the Principal (or his designee) will immediately inform the Exeter Police Department so that arrangements can be made for a police officer to take immediate possession of the substance. The suspected controlled substance shall not be moved, packaged or transported prior to the arrival of the police.
- D. Training. Phillips Exeter Academy and the Exeter Police Department agree to provide their employees with ongoing training relative to this memorandum of understanding, its purpose and anticipated results. The parties further agree to maintain regular and open communication to evaluate the effect of this memorandum and suggest improvements and adjustments that may be necessary.

Phillips Exeter Academy agrees that it shall provide training at least annually to all applicable personnel regarding this memorandum of understanding and their roles as mandated reporters, as well as their duty to report under New Hampshire RSA 169-C, the Child Protection Act, and New Hampshire RSA 193-D, the Safe School Zones Act, and New Hampshire RSA 631:7, the law governing Student Hazing. At least one of the training sessions offered shall include a presentation by a member of the Exeter Police Department, the Rockingham County Attorney's Office, and an outside victim advocacy organization, such as the New Hampshire Coalition Against Domestic and Sexual Violence (NHCADSV), its local

member HAVEN, or other designee.

Phillips Exeter Academy agrees that it shall provide comprehensive education at least annually to the student body regarding sexual and dating violence and abuse, specifically including issues involving consent. Phillips Exeter Academy will promote Sexual Assault Awareness Month in April every year.

- E. Phillips Exeter Academy shall have a formalized procedure established on how to prevent contact between a victim and an alleged perpetrator during the course of any law enforcement investigation. This includes directing the alleged perpetrator to have no direct or indirect contact by any means with the victim. In no case shall the victim have his or her schedule, routine, activities, or any other aspect of campus life altered by this provision.
- F. Phillips Exeter Academy has an existing memorandum of understanding with HAVEN (attached) to provide counseling and support service to victims. Phillips Exeter Academy will promote awareness of this relationship and shall provide transportation to and from HAVEN to any student as requested.
- G. Phillips Exeter Academy shall offer all victims the option of a confidential off campus counselor.
- H. Students shall be permitted to leave campus when such an absence is solely in furtherance of an investigation by law enforcement of a crime, or for counseling support with HAVEN, in which that student is the victim. For example, a student will not be disciplined for leaving to be interviewed at the Child Advocacy Center.
- I. Phillips Exeter Academy agrees to publish this memorandum of understanding in *The E Book* and to post it on the Academy website, available for public access



William K. Rawson  
Principal  
Phillips Exeter Academy



Stephan Poulin  
Chief of Police  
Exeter, NH

# EXETER SUMMER

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[exeter.edu/summer](https://exeter.edu/summer)