



# PARENTS' HANDBOOK 2019–2020

PHILLIPS  
EXETER  
ACADEMY



## WELCOME TO EXETER

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The *Parents' Handbook* is a supplement to many of our other Academy publications. It was developed by the Dean of Students Office and is intended to help you as parents and guardians of our students to have a better understanding of how the school works. Based upon past conversations with parents and guardians, we have compiled a list of questions and aimed to provide a clear, concise answer for each. When appropriate, we refer you to other Academy publications for information, rather than repeating information here. We hope this answers many of your questions, but we encourage you to contact us if you ever have any questions about our policies, procedures, support services, etc.

Throughout this book we have, for the sake of simplicity, referred to you as parents of our students. We do recognize that some students have guardians and we are always glad to work with those of you who serve in that capacity as well. Also on the subject of simpler word choices, a student is often referred to as “your child” — the phrase may sound a bit youthful when referring to a high school student, but after all, they are, and will always be, your children.

In this book there are also several references to the [Parent Portal](#), an additional online resource for Exeter parents. Personalized, and accessible only by users with authorized logins and passwords, the Parent Portal provides individual student grades and comments, dorm and adviser assignments, student schedules, and a host of useful information, such as handbooks, calendars, transportation information, and a parent directory. It is also the source for online review and submission of student permission forms and a gateway to the electronic billing system, where parents can view statements, pay bills and add funds to their students' debit cards, known as Lion Cards.

If you think of any topics that you believe should be included in future issues of this handbook, please send a note to the Dean of Students Office. We look forward to many conversations with you about your children's education and well-being.



## THE ACADEMY'S MISSION STATEMENT

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The founder of Phillips Exeter Academy defined its mission more than two centuries ago. "Above all," John Phillips stated, "it is expected that the attention of instructors to the disposition of the minds and morals of the youth under their charge will exceed every other care; well considering that though goodness without knowledge is weak and feeble, yet knowledge without goodness is dangerous, and that both united form the noblest character, and lay the surest foundation of usefulness to mankind."

Exeter today continues the commitment to unite knowledge and goodness. It seeks students who combine proven academic ability, intellectual curiosity, and tenacity with decency and good character. At the Academy, exacting inquiry and thoughtful discourse foster the life of the mind; instruction and activity promote fitness and health; and the daily interactions of a residential school nurture integrity, empathy, and kindness. Because learning and growth at Exeter arise from each individual's engagement with others, the richness of education here requires diversity in all its dimensions; students and faculty value the differences they bring to the community they share.

The challenges that students meet at Exeter and the support they receive have a common purpose: to stimulate their development as individuals and as members of society. Exeter seeks to graduate young people whose creativity and independence of thought sustain their continuing inquiry and reflection, whose interest in others and the world around them surpasses their self-concern, and whose passion for learning impels them beyond what they already know.



## RESIDENTIAL LIFE MISSION STATEMENT

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Exeter believes that academic life and residential life are united in purpose. The academic principles of goodness and knowledge must guide our lives beyond the classroom as well; there is no schoolroom where knowledge alone is pursued, no area of residential life where goodness forms the only curriculum. Exeter affirms that academic success is linked to the excellence of our residential life, and we commit ourselves to pursuing that excellence in order to enhance the learning environment at the Academy.

Exeter strives to create an environment that cherishes both the individual and a strong sense of community. We must teach civility, honesty, generosity of spirit, and concern for others. Students must learn to make personal decisions regarding time, to care for their own physical and emotional well-being, and to balance work and leisure. The opportunity to live together in a residential school should help students look beyond self-concern to responsible citizenship and to the welfare of others.

# PARENTS' HANDBOOK 2019-2020

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# REACHING YOUR CHILD AT SCHOOL

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## HOW CAN I REACH MY CHILD BY EMAIL?

Upon enrollment students are assigned an Academy email address. The address is usually made up of some form of the user's name followed by "@exeter.edu." The email address information for your child is available in the [Parent Portal](#) by selecting the "Life on Campus" menu item in the red navigation box on the left side.

## HOW CAN I REACH MY CHILD BY FAX?

Letters or documents can be faxed to students at the Academy Post Office. That number is 603-777-4384. The fax will be placed in the student's mailbox.

## HOW CAN I REACH MY CHILD BY MAIL?

Each child is given a PEA box number that is posted

in Lion Links at the end of August. The PEA box information for your child is also available in the Parent Portal by selecting the "Life on Campus" menu item in the red navigation box on the left side. Letters and packages should be addressed as follows:

Student Name  
PEA # \_\_\_\_\_  
Phillips Exeter Academy  
20 Main Street  
Exeter, NH 03833-2460

# IN CASE OF EMERGENCY

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## WHOM SHOULD I CALL IN AN EMERGENCY?

If your situation is a medical emergency and involves a student who is on campus and needs immediate medical care, either instruct the student to dial 911 from any telephone or call the Exeter Police/Fire/Ambulance dispatch yourself by dialing 603-772-1212.

If your situation is health-related (either physical or emotional in nature), but does not require urgent care, you can contact the Lamont Health and Wellness Center at 603-777-3420. Our health center is open 24 hours each day, seven days a week, when school is in session.

For other types of emergencies, such as an illness or death in the family or a concern about your child, you should start by contacting your child's adviser and/or dorm head. If you do not reach that person in a timely fashion, please contact the Dean of Students Office at 603-777-3411. The office is typically open Monday through Friday during business hours and Saturday mornings when school is in session. After hours or during weekends, you can contact the dean on duty by calling the Academy's main number, 603-772-4311. The dean will return your call as soon as possible.

## WHOM SHOULD MY CHILD CALL IN AN EMERGENCY?

Depending on the type of emergency, your child can turn to many different people on campus.

If a student needs emergency medical attention and needs to get to the hospital immediately, they should call 911 from any telephone, and then stay on the line to describe the problem and the location of the person in need. If a student is ill, injured or in distress but doesn't need emergency care, they should contact a faculty member or campus safety at 603-777-4444. Campus safety can arrange transportation to the health center. If a student has another urgent matter that comes up, such as a death in the family or a personal concern, the student's adviser, dorm head, the faculty member on duty in the dormitory, or the dean on duty should be contacted to discuss possible options.

## WHAT SHOULD I DO IF I HAVE BAD NEWS TO CONVEY TO MY CHILD?

If you need to share unpleasant news with your child who is a boarder, we strongly suggest that you alert either your child's adviser or dormitory head prior to, or soon after, contacting your child. If you do this, there will be someone here who can check on how your child is doing and offer support.

If you cannot reach either of these individuals, please contact the dean on duty (please refer to the previous question, “**Whom should I call in an emergency?**” for instructions on reaching the dean). The counselors at the health center are another source of support in difficult circumstances. You can reach them by calling the health center at 603-777-3420.

### **WHAT IS EXETER’S COMMUNICATION PROCESS DURING EMERGENCIES?**

The Academy has a state-of-the-art emergency notification system called Exeter Alert. If an event needs

to be communicated to our campus, campus safety utilizes a mass notification system, which includes several exterior speakers located across campus to alert students, faculty and staff of the impending event. Simultaneously, Exeter Alert sends text messages and emails to all members of the Academy community with instructions on how to respond to various events, including severe weather, an active threat or campus evacuation. This notification system is tested annually and drills are conducted to ensure that all students are familiar with Exeter Alert.

## **ACADEMIC LIFE**

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### **WHAT GUIDANCE IS AVAILABLE TO STUDENTS WITH RESPECT TO THEIR ACADEMIC PROGRAMS?**

Students are expected to familiarize themselves with their diploma requirements. This information is found in the *Courses of Instruction* book and, for new students, in the online course registration materials they are directed to soon after admission to the Academy. Prior to enrollment, students may contact the Dean of Students Office to discuss any questions they may have about their course requirements and selections. Once matriculated, students should discuss any plans or changes in their academic programs with their advisers. Each spring, advisers will help their advisees plan their courses of study for the following year. For more complicated situations or specific concerns about academic planning, students should contact the dean of academic affairs for additional information. Students can check their progress toward meeting diploma requirements by accessing the *Program Evaluation* report in Lion Links.

### **WHICH ADULT SHOULD MY CHILD GO TO WITH ACADEMIC CONCERNS OR QUESTIONS?**

There are many people to whom a student can turn for academic assistance. Each student is assigned an adviser who is available to assist with academic, personal, or social matters. When a student has an academic problem and doesn’t know where to turn, your child’s adviser is a good source of advice and guidance. If the concern or question is particular to one course, your child might choose to speak directly to the instructor to request clarification of a grade, extra help, or other assistance. Of course, department heads, the director of studies and the dean of academic affairs are also available to help students with academic issues and curricular questions.

### **HOW IS GRADE POINT AVERAGE CALCULATED?**

Academic work is graded on an 11-point scale in which A=11, A-=10, etc., down to E=0. In order to calculate a grade point average, a student should determine the number of points earned for a particular grade, add the points earned for all courses together, and then divide the sum by the number of credits attempted, excluding the pass/no pass grade. For example: (B, C+, D, A, B+, P) divided by 5 credits =  $(8 + 6 + 2 + 11 + 9 + 0) = 36$  divided by 5 = 7.2 GPA. To convert an Exeter grade to an equivalent grade on a 4.0 scale, add 1 to the Exeter grade and then divide by 3. Some courses are graded on a pass/no pass basis, such as all courses taken during the fall term of ninth grade, introductory Health and Human Development courses, and music lessons.

All courses taken for credit in the fall term of ninth grade will receive official grades of “Pass” (P) or “No Pass” (NP). Ninth grade students (a.k.a. juniors or “preps”), advisers and parents/guardians will receive unofficial grades from the 11-point scale (A, A-, etc.) at the end of the fall term. But, these grades will not be included in the GPA calculation, nor will they be displayed on the transcript or report card. These do not affect a student’s grade point average, but they often do determine whether a student can meet diploma requirements.

The Academy has a Parent Portal that provides online grades and comments for current students. Grades and comments are usually available on the portal two weeks after the end of the term. The date and time that the portal will open to view grades and comments will be posted on the [community calendar](#) prior to the end of each term. Each parent or guardian has a separate user name and password for access to this online service. Grades and comments will not, as a rule, be mailed.

If you would like to “opt out” of the portal and receive grades and comments via regular mail, you must write to the Dean of Students Office ([dean\\_students@exeter.edu](mailto:dean_students@exeter.edu)) to that effect. If you choose this option, you will not have access to grades and comments on the Parent Portal. The URL for the Parent Portal is [www.exeter.edu/portal](http://www.exeter.edu/portal). Please note that access to the Parent Portal is limited to the period of time in which you have an active student or students at the Academy; you will have no access after your student(s) graduate. Please be sure to print any grades and comments from the Portal prior to July 1 of your individual student’s graduation year.

### **WHAT HAPPENS TO STUDENTS IN ACADEMIC DIFFICULTY?**

Students who encounter difficulty in any of their academic pursuits will have access to a large support network readily available to them. Given the rhythm of the academic terms, students need to seek academic support as soon as they realize that they are experiencing difficulties in keeping up with the demands of a course. Making their instructor aware of their academic difficulties is the first crucial step. An instructor can assist the student in determining what may be at the root of the difficulty and help design specific steps to address the situation. Many instructors regularly offer extra help, either one on one or in small groups. Peer tutors are also available in most disciplines. Students can access this academic service by visiting the Academic Support Center in Elizabeth Phillips Academy Center; by contacting the learning specialist, Jonathan Nydick ([jnydick@exeter.edu](mailto:jnydick@exeter.edu)); and by seeking the assistance of the dean of academic affairs.

If, at any academic reporting period, an instructor indicates through grading that a student is experiencing a substantial level of difficulty, the student’s academic report will be reviewed by the Academic Advising Committee (a faculty committee chaired by the dean of academic affairs) and the committee will determine if this level of demonstrated academic difficulty warrants placing the student on some level of **academic action** by the faculty. Please refer to *The E Book* for a full description of the process and the levels of **academic action**. Juniors (preps) or new lowers who are experiencing some organizational or adaptation issues in their academic programs may be encouraged to enroll in our Study Skills course, which is offered during the winter term.

### **WHAT IF MY CHILD HAS A DIAGNOSED LEARNING DIFFERENCE?**

If your child has undergone some form of neuro-educational assessment, prior to entering or while attending the Academy, and has documentation in that regard, you should plan to share this documentation with the learning specialist. The learning specialist will review the documentation, including any recommendations, and determine, in the presence of a diagnosed learning difference, what level of accommodation is necessary, and what is available. The learning specialist will also work with the student, parents, adviser, and instructors to act upon the determined accommodations.

If you suspect that your child might be exhibiting some traits compatible with the presence of a learning difference, please discuss the matter with your child’s adviser, one of the counselors at the health center, the Academy physician, or the learning specialist.

### **WHAT EXACTLY IS THE HARKNESS METHOD?**

The principal mode of instruction at Phillips Exeter is student-driven discussion, typically around an oval or round table, a system we call the Harkness method. You can find information and videos about Harkness on the Academy’s website [www.exeter.edu/harkness](http://www.exeter.edu/harkness).

### **WHAT IF MY CHILD IS NOT ACCUSTOMED TO SPEAKING UP IN CLASS?**

Many students are not accustomed to a discussion-oriented system of teaching and learning. We recognize that for some it will take more time to develop a comfort level sufficient for full participation in our class discussions. We also recognize that some students are, by nature, more reticent than others. However, we do expect that all students will find a way to actively participate in class discussions. If your child finds it difficult to speak up during class, encourage thorough preparation. It is much easier to jump in to the discussion if a student is, at least, familiar with the topic. Also, suggest that your child discuss this matter with the instructor. Teachers can often make suggestions for becoming more actively involved in class discussions.

### **WHAT IF I AM INTERESTED IN THE TEACHING PHILOSOPHY OF A PARTICULAR DEPARTMENT?**

The *Courses of Instruction* book offers some insight on the academic departments’ goals and philosophies. Also, please feel free to contact the department head with any questions or concerns.

## **DO STUDENTS HAVE AN OPPORTUNITY TO EVALUATE THEIR COURSES?**

At the end of each term (fall, winter, spring), students complete a Post-Instructional Evaluation (PIE) in each course for which they receive credit (classes, sports, music lessons). PIE originated in a 2013 Student Council initiative as a means for providing instructors feedback on various aspects of their courses. Students are asked to respond to a range of questions, regarding matters from homework assignments to the classroom learning environment. The surveys are anonymous and completed electronically. Students receive one dickey (unexcused absence) for each PIE that they fail to complete.

# **ATTENDANCE**

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## **WHAT IF MY CHILD MUST MISS A CLASS OR OTHER APPOINTMENT DUE TO ILLNESS?**

If a boarder is not feeling well enough to attend classes or other required appointments, the student must report to the health center. After evaluation and treatment — if deemed appropriate — the student will be given a place to rest until feeling well enough to return to classes.

If an absence is to be excused, a student may not stay in the dorm while ill. If a student is unable to walk to the health center, the campus safety staff can provide transportation. In such circumstances, the student should contact a dormitory faculty member, the health center or campus safety to arrange transportation.

If a day student is not well enough to meet required appointments, the student may stay at home but the parents should call the health center as early that day as possible at 603-777-3420 and report the absence. If a day student is at school and becomes ill, the student should report to the health center. After evaluation and treatment — if deemed appropriate — the student will be given a place to rest until feeling well enough to return to classes or arrangements can be made to return home.

## **WHAT IF MY CHILD MUST MISS CLASS OR OTHER APPOINTMENTS DUE TO AN IMPORTANT EVENT, SUCH AS A WEDDING?**

If students would like to request permission to miss a class or a sporting/team event or to be late for check-in because of a special event, it is necessary to request permission from the deans. In order to do so, your child should complete and submit the Petition to the Deans form on ExeterConnect at least seven days prior to the date of the event. The deans will review such requests during their regular weekly meetings. These permissions are not granted automatically, but rather

are considered on a case-by-case basis. We will also need signed parental permission specific to each event. This can be submitted electronically via the Parent Portal or if a signature can be scanned and attached to the permission, we will accept an email sent to [dean\\_students@exeter.edu](mailto:dean_students@exeter.edu).

Students do not have to petition to miss classes for religious holidays. Please see the “**Worship**” section of this publication for more details.

## **WHAT IF THERE IS A FAMILY EMERGENCY AND MY CHILD NEEDS TO RETURN HOME SUDDENLY?**

We understand the need for students to be with their families and close friends when there is a family emergency, such as a death in the family. If such circumstances arise, please contact your child’s adviser, dorm head, or the Dean of Students Office. It is a good idea to let an adult on campus know prior to, or very soon after, informing your child of the emergency (please refer to the “**In Case of Emergency**” section of this publication for more information). We will help you to make arrangements for your child’s return home. You do not need to petition for your child to miss classes during an emergency.

Please note that there is often a tension at these difficult times between the student’s need to attend classes and the need to be at home with friends and family. When appropriate, we will do our best to ease that tension by excusing absences, obtaining assignments to be done at home, or extending deadlines for work. However, it is important that your child not be away too long, as it will only make the eventual return to school more stressful if too much work is missed.

## **WHAT IF MY CHILD MISSES TOO MANY CLASSES?**

We monitor student attendance closely and have a strict standard for unexcused absences. Students who miss four or more unexcused classes in a term are subject to disciplinary action. Parents are notified in writing when this occurs. Please refer to the [Attendance](#) section of *The E Book* for a description of the [Attendance Committee's procedures](#) and the likely responses when a student misses too many classes.

We also monitor the number of excused absences. Whether due to college visits, time spent at home or in the health center due to illness or personal emergency, or approval by the deans, several absences can create a cumulative drag on one's academic performance. If we notice a student is accumulating excessive absences, either the adviser or one of the deans will have a discussion with the student, and perhaps the student's

parents, with the goal of learning how we might best support regular class attendance. If we are particularly concerned about the number of absences, the dean's office may require an evaluation by members of our health center staff through an [Academy Student Assistance Program](#) referral.

In addition, the dean of students may, based on a recommendation from the Academic Advising Committee, withhold credit for a course from any student who has missed more than 20 percent of the scheduled class meetings in a term. In extreme cases, the Academy may require a medical leave of absence. At the conclusion of each term, you will receive an account of the number of reported excused and unexcused absences for that term, included in the grades and comments on the [Parent Portal](#). If you ever have any questions or concerns about your child's attendance record, please contact your child's adviser or one of the deans.

# TOPICS FOR ALL PARENTS

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## **IF PARENTS HAVE QUESTIONS OR CONCERNS, HOW SHOULD THEY COMMUNICATE WITH THE SCHOOL?**

If you know which department you need to address, please feel free to contact that department directly. You'll find the phone numbers for many Academy departments in the "[Important Phone Numbers](#)" section of this publication. For student-related questions or concerns, we suggest you start with your child's adviser, who should be able to assist you or refer you to the appropriate person or department. Of course, parents should always feel free to contact the Dean of Students Office (603-777-3411) with any questions or concerns.

## **WHAT IS THE ROLE OF MY CHILD'S ADVISER?**

The role of a student's adviser is to provide academic and personal support and guidance. The job of the adviser is the same for both day and boarding students. The best adviser/advisee relationships are fostered when both parties work to keep in close touch, so do encourage your child to maintain contact by dropping by occasionally, returning calls and calling when a question arises. Occasionally, advisers may contact the parents of an advisee to update them on their child's progress and solicit their input. Please contact your child's adviser if you ever have any questions or concerns or if you would just like an update.

## **HOW DO I FIND OUT ABOUT MY STUDENT'S ADVISER OR DORM ASSIGNMENT, INCLUDING ROOMMATE(S) INFORMATION?**

Information regarding your student's adviser and dorm assignment is available in the [Parent Portal](#) at the end of August. Your student's mailing address at Exeter is also available at that time. To locate this information, access the [Parent Portal](#) using your individual login and password and click on "Life on Campus" in the red navigation box on the left side of the page.

## **WHAT IS THE BEST WAY TO REACH THE ADVISER OR OTHER FACULTY MEMBER?**

Because individual advisers might answer this question differently, we suggest you ask your child's adviser how best to be in touch. But in general, you can reach your child's adviser in two ways: telephone or email. You are always welcome to schedule an appointment to visit as well.

*Telephone:* All dormitory faculty members have an Academy extension in their apartment and many have office or classroom extensions as well. When contacting a dormitory faculty member at home, we ask that you use the dormitory extension number, rather than the private number. Unless instructed otherwise by your child's adviser, please use the private number only in cases of emergency and only after trying the Academy extension. Non-dormitory faculty members also have Academy extensions assigned to them. These numbers

usually ring in a classroom or office. In all cases, a private message can be left for the faculty member on the voicemail system. If you must speak immediately to a non-dormitory faculty member during the night or a weekend, you can use the number provided to you by the adviser for emergencies.

*Email:* Each faculty member is assigned an email account. The email addresses can be found on the Academy's website: <http://www.exeter.edu/academics/faculty>.

### **HOW CAN I REACH THE ADVISER OR OTHER FACULTY MEMBER BY FAX OR MAIL?**

*Fax:* You can fax a letter to any faculty member by using the Academy's Post Office fax number: 603-777-4384. The faxed document will be placed in the appropriate faculty member's post office box.

*Mail:* To send regular mail to a faculty member, please use the Academy's mailing address: Phillips Exeter Academy, 20 Main Street, Exeter, NH 03833-2460.

### **WHAT IF MY CHILD DOESN'T GET ALONG WITH THE ASSIGNED ADVISER? WHAT IF MY CHILD WANTS TO CHANGE ADVISERS?**

If your child is having a problem with the assigned adviser, do encourage keeping the lines of communication open with the adviser, and please try to do the same yourself. If there is something in particular that the adviser can address, it would be very helpful if you or your child could share this perspective with the adviser. With time and good communication, your child may have a change of mind and grow fonder of the adviser.

In the meantime, do encourage your child to find other adult support on campus. Whether it is another dorm faculty member, a favorite teacher or coach, a counselor at the health center, or a club adviser, the more adults a student is comfortable talking to, the better. No one faculty member will meet all of a student's needs, but students who are connected to at least one adult at Exeter tend to be happier here.

Lastly, if you or your child feels an adviser change is necessary, such changes can be requested in May for the next academic year. Students are notified when such requests can be submitted. If you have any questions about this, please contact the Dean of Students Office.

### **HOW DO I REVIEW AND COMPLETE THE REQUIRED PERMISSION FORMS FOR MY STUDENT?**

Permission forms are available on the Parent Portal at the beginning of August for online completion and submission. These forms include the Boarding Student Permissions Form and the Emergency U.S. Hosts Form for International Students, among others. The URL for the **Parent Portal** is [www.exeter.edu/portal](http://www.exeter.edu/portal); your individual username and password are necessary. In order to access the forms, click on "Permissions and Important Documents" in the red navigation box on the left side. Be sure to submit permission forms by their specific deadlines. Please note that only the forms that you are required to complete are displayed.

The Single Event Permission Form is also accessible from the red navigation box on the left side of the Parent Portal under "Permissions and Important Documents." You can use this online form to grant permission for a single event, including permission to go off-campus with you or permission to go home. Additionally, you can use this form to invite other Academy students to an event or to your home.

### **CAN PARENTS USE THE ACADEMY GYM FACILITIES?**

Parents are welcome to use the athletic facilities and should obtain an athletic pass from the dean's office prior to going to the gym.

# RESIDENTIAL LIFE

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## **HOW ARE HOUSING ASSIGNMENTS MADE?**

Each spring, returning students choose their rooms for the next academic year. Each dorm runs its own housing selection process. Dorms often factor a student's class level, roommate preferences, proctor placement, and seniority in the dorm, and random "room pick order" selection process. Prior to departing for the summer, students typically know where they will be living the next year.

Over the summer, after determining which spaces are available, we turn to our lists of new students to fill those spots. When making room assignments, we use information that we cull from the students' applications (such as the student's grade level, where the student lives, interests, race or ethnicity, and activities), as well as information from housing questionnaires, and we factor in any requests we've received from the dormitory heads. Although we review the special circumstances noted in the housing questionnaires, we cannot honor any specific requests for dormitories or geographic areas.

## **ARE THERE DORMS FOR PARTICULAR GRADE LEVELS OR AREAS OF STUDENT INTEREST?**

Some of our dormitories are small houses (10 to 16 students). Those dormitories are usually reserved for uppers, seniors and occasionally lowers. Our other dormitories house students in all grade levels. We prefer to have a heterogeneous mixture in the dorms, which allows students to interact with a variety of people who bring different perspectives, strengths and experiences to the residential setting.

## **HOW DO YOU ORGANIZE THE DORMS?**

When we do housing and dorm affiliation assignments, we aim to create diverse, balanced, living and learning communities made up of students of different grades who bring a variety of interests, backgrounds, and experiences.

## **IS THERE A ROOMMATE MATCHING FORM?**

No, we do not use a roommate matching form. Housing questionnaire responses combined with Admission information provides sufficient data to make good housing assignments. Though students may encounter some difficulties or challenges with a roommate (something that is not always avoidable even when using a roommate matching form), they often learn a great deal about themselves and other people as they work to resolve the problem and, as a result, develop deeper, strengthened relationships. Dormitory faculty, proctors and student listeners are available to assist roommates with any issues that come up.

## **MAY STUDENTS HAVE PETS?**

Students may not have pets in the dorms.

## **MAY WE COME BY EARLY TO SEE THE ROOM?**

Because the dormitories are in use during the summer months and there is so much to do to prepare for the fall term, we are not able to open the dorms for previews. If you have any urgent questions about the dormitories, please call the Dean of Students Office. Otherwise, we will look forward to welcoming you on opening day.

## **WHAT FURNITURE IS PROVIDED AND WHAT CAN WE BRING?**

All rooms are furnished with beds, mattresses, bureaus, desks, desk chairs, desk lamps, and a closet or wardrobe. You may bring other furnishings, but it is important to know that Academy furniture cannot be removed from the dorm room. Please note that all types of upholstered furniture are not permitted; this includes leather items, chairs, couches, and futons, unless they meet the NFPA 260 or Cal 117 (2000 or 2013 edition) fire code requirements. If you are considering bringing furniture, please consider our summer storage limits.

## **IS THERE SUMMER STORAGE?**

There is very limited storage for boarding students to store personal belongings over the summer. Each student is provided with two large bins in which to store their belongings over the summer and should not plan on more space. Dorm heads organize the summer storage process during the last two weeks of school. Dorm heads also organize the removal of items from storage during the move-in process.

Exeter assumes no responsibility for personal property lost or damaged while in the storage facilities during the summer or school year. No upholstered furniture is permitted unless it meets the NFPA 260 or Cal 117 (2000 or 2013 edition) fire code requirements. Students are responsible for the removal and summer storage of all furniture or other large items brought to campus. If large item(s) or a large amount of personal belongings need to be stored, the student should search online for local storage facilities.

## **TO WHOM SHOULD MY CHILD GO IF THERE IS A PROBLEM LIKE A BROKEN WINDOW OR A RADIATOR THAT IS NOT WORKING?**

When there is a problem with the building, your child should report the problem to the building custodian, adviser or dorm head. Any faculty or staff member can request prompt repairs via our online work-order system. Students shouldn't "sit on" problems. We want to know if something is not working or is broken.

## **WHO DOES MY CHILD TALK TO IF THEY HAVE A PERSONAL PROBLEM OR A CONCERN ABOUT SOMEONE ELSE?**

First of all, if it is an emergency situation, please go to the section in this document titled "[In Case of Emergency](#)" and follow the advice found under the question "Whom should my child call in an emergency?"

With that said, there are many people available to assist students with such concerns. Advisers are on hand to consult with students about academic, personal, dormitory and other matters. Alternatively, your child could talk to the dormitory head, who is charged with overseeing the well-being of the students living in a particular dormitory as well as the overall functioning of the dorm. Or your child could seek advice from another dormitory faculty member. When in doubt, we suggest approaching any faculty member that your child feels comfortable talking to and describe the problem. That faculty member will, if necessary, steer the student to the person best able to help. Also, there is a faculty member on duty in the dorm each night who can be approached for advice or assistance.

Sometimes, students prefer to talk to someone their own age when they encounter a problem. There are two sets of student leaders designated to offer support to their peers. Student Listeners are uppers and seniors who have been selected to serve as peer helpers. They are trained in active listening and attend weekly workshops on issues relevant to teenagers and life at PEA. Proctors are seniors who work with the dorm faculty to establish a positive atmosphere in the dorm and look after the well-being of the students living in the dorm. More information about the role of the [Student Listeners](#) and [proctors](#) can be found in *The E Book*.

Finally, if a student would like help from someone outside of the dormitory, one of the deans in the Dean of Students Office, or a member of our Health Services staff can be contacted.

## **WHAT IF MY CHILD DOESN'T GET ALONG WITH A ROOMMATE?**

Roommates occasionally experience some difficulties as they negotiate how they will live with one another. Student Listeners (our peer counselors), proctors and

dorm faculty stand ready to assist students if they encounter roommate conflicts. Encourage your child to talk to one of these people, particularly an adviser, if there are problems. Most situations can be worked through with a bit of help, but we can't help if we don't know about the problem. Encourage your child to try to work the problem out. Students learn a lot about themselves and others as they work to solve these real-life issues. If for some reason your child does not want to talk to an adviser directly, please consider contacting the adviser yourself in order to provide information about the problem.

## **WHAT SHOULD I DO IF MY CHILD IS HOMESICK?**

Many new students (and some returning students) experience some level of homesickness. The following are some ways that a parent or guardian can help a student over this hurdle:

- Assure your child that this is a natural, common experience over which your child has a good deal of control.
- Your child should plan to bring a little bit of home to school: a favorite poster, that old stuffed animal, and pictures of special places and people are all great ways to ease the transition.
- Please speak to your child's adviser to talk about what you are hearing or seeing. Oftentimes, especially when new to the school, students do not feel comfortable sharing their feelings with faculty. Instead, they put on a happy face and tell us that everything is "fine." Please let us know if everything is not "fine."
- Encourage your child to get involved in activities. There are many exciting opportunities on campus, and keeping busy is a great treatment for homesickness. Because free times can be hard times, help your child to anticipate unscheduled times and plan activities with others. Refer your child to the student portal, ExeterConnect, for announcements and for information about student clubs and organizations.
- Help your child to focus on the things that are enjoyable here at school: favorite classes, new friends, or unique opportunities that a boarding school can provide.
- It may be overwhelming for a student feeling homesick to think about a whole year, so help your child break the year down into manageable parts. For example: Family Weekend, Thanksgiving vacation, and winter break are all events that will arrive much sooner than the end of the school year.

- This is probably not a time to go “cold turkey” from family contact. Encourage regular, scheduled emails, letters, calls, or visits. Students who know that they will be speaking with a parent or loved one at a specific time can free their energies for other things. Parents often ask how frequently they should call. Ultimately, this is a personal decision, but be sure that you follow your child’s cues about the frequency of contact, even if you are missing your child a great deal and would like to communicate more frequently.
- Encourage your child to get adequate sleep, nutrition, and exercise, all of which affect mood and resiliency. For this reason, discourage late-night phone calls with family and friends.
- Meals in the dining halls can be a bit daunting for a new student. Urge your child to ask a roommate, friend, classmate, Student Listener or proctor to eat a meal together. Many dorms have “dorm tables,” tables the dorms adopt for themselves as a home base in one of the dining halls. Suggest that your child find out about this. Although everyone in the dining hall may appear to be sitting with an exclusive group of friends, the Academy actually has a very welcoming atmosphere. If a student sees an empty seat at a table and asks the occupants about joining them, most likely the student will be welcomed and included in the conversation. Though they require some courage, such risks usually pay off.
- Urge your child to talk with someone about feeling homesick: proctors, Student Listeners, faculty members, and the staff at the health center are all good choices. Remember that it is perceived distance from home and not geographic distance that correlates with homesickness.
- Don’t be surprised if your child starts to talk about feeling homesick at some time other than the beginning of the school year, particularly after being home for a major vacation.
- If the demands of the course workload seem difficult to meet, please encourage your child to approach teachers and explain the situation. Your child’s adviser can also provide some assistance with this.

If the homesickness does not seem to abate and you remain concerned about the impact of your child’s mood on daily functioning, please contact the adviser and/or one of the school counselors. You can reach the counselors by calling the health center at 603-777-3420.

## **WHAT IF MY CHILD IS A BIT MORE QUIET OR INTROVERTED BY NATURE?**

A child who is more withdrawn or retiring than some others will not be alone. Many of our students find it difficult to reach out to others when in new situations. With the help of our faculty and student leaders — proctors, Student Listeners, team captains — we do our best to help new students to get to know the other students in their dormitories, teams, classes, etc., and to involve them in the life of the school. Typically, such a student will become more comfortable with time. If you anticipate that your child may have some difficulty on this front, please talk to your child’s adviser.

## **WHO HELPS MY CHILD WITH TIME MANAGEMENT?**

Students are expected to manage their own time. We do support that effort, however, by maintaining study conditions in the evening, limiting television or recreational computer use during study hours, and by requiring that students be working after their check-in times (8 p.m. for grades 9 and 10; 9 p.m. for grade 11; and 10 p.m. for grade 12). If a student is having particular difficulty concentrating on homework, the adviser can provide a study card. This card is posted on the student’s door and requires that other students not enter that room during study hours.

However, a typical student room contains many distractions: reading materials, computer games, access to the internet, a cell phone, art or music materials, etc., and every student needs to figure out how to resist these distractions when there is work to do. If additional help with time management is required, please encourage your child to talk to the adviser to consider additional strategies. You’ll also find some suggestions about time management under the next question, “How can I be sure my child is eating well and getting enough sleep?” Your child may also want to arrange to meet with Jonathan Nydick, the learning specialist, to assess time management and study skills by calling 603-777-3724 or via email at [jnydick@exeter.edu](mailto:jnydick@exeter.edu).

## **HOW CAN I BE SURE MY CHILD IS EATING WELL AND GETTING ENOUGH SLEEP?**

As they transition to living more independently, students, whether day students or boarders, have to learn how to manage the various demands on their time and energy, and figure out how to take good care of themselves in the process. For many students, their first term at PEA is the first time that they independently choose what they will eat for every meal or what time to go to sleep. This is a tremendous learning experience and most students manage it well. However, some students need extra guidance.

The best way to gather information about your child's eating and sleeping habits is to ask. In the beginning, your child may complain about the sleeping conditions (it's too hot or cold; it's too quiet or noisy; it just doesn't feel right) or the food offered in our dining halls (it's just not like yours). These types of complaints, of course, are usually part of the process of getting used to this new environment.

If your child complains about the food served in the dining hall, you can offer encouragement to keep an open mind and to remember that in addition to the hot selections served on the main line, there are other choices such as the salad bar, deli bar, pasta bar, and the cold cereal selections. Complaints about the food offerings might be remedied by urging your child to talk to the dining hall manager about it or to make a suggestion via the Dining Services Feedback Form <http://peaapps.exeter.edu/forms/DiningServicesFeedbackForm.aspx>. Our Dining Services staff is constantly on the lookout for ways to improve their offerings.

If your child's sleep seems to be impacted by a roommate's habits or noise conditions on the dorm floor, encourage discussion about these matters with roommates or neighbors. Encourage your child to seek assistance from an adviser or a proctor.

Students may feel like they do not have enough time to attend mealtimes or to get adequate sleep because they have too much work to do. Though new students often face a great deal more work than they have ever seen before, it is possible for well-disciplined students to complete their work and get enough sleep. How much is "enough" sleep? Individual sleep requirements vary, but research suggests that adolescents typically require somewhere between eight to 10 hours of sleep per day, including any naps. We generally recommend that students get at least 7 1/2 to eight hours of sleep per night. When a student is staying up very late, it usually has a great deal to do with procrastination or poor time management on the student's part or a mistaken belief that an Exonian who gets eight to 10 hours of sleep each day is not working hard enough.

If your child is not getting enough sleep, please encourage a careful evaluation of personal time usage. Emphasize that students need to spread their work throughout a given week. If a class doesn't meet for three or four days (it can happen), that doesn't mean homework should be let go until the night before the next class meeting. Students need to use some of their free time during the school days, Wednesday afternoons, or weekends to do some work, as they can't get it all done between 8 and 10:30 p.m. on

school nights. Larger projects need to be worked on little by little rather than just during the last couple of days before the deadline. Also, it may be helpful to remind your child that being sleepy during classes will only create more work later when trying to master the material alone, which is not a very efficient use of the Harkness system.

Be assured that we will also keep our eyes and ears open for potential problems on these fronts. If you hear anything from your child that causes you concern or you are worried about lack of adequate sleep or poor eating patterns, please contact the adviser.

### **ARE STUDENTS' BIRTHDAYS ACKNOWLEDGED WHILE SCHOOL IS IN SESSION?**

Students' birthdays are listed on the student portal, ExeterConnect. Also, some advisers or dormitories choose to acknowledge students' birthdays through cards or celebrations. Contact your child's adviser if you'd like to know what the tradition is in your child's dormitory.

### **WHAT DO I NEED TO KNOW ABOUT THE OUT-OF-TOWN PERMISSION PROCESS?**

The out-of-town permission process is the system we use to determine whether a student is eligible to leave the Exeter area for a day trip or to go anywhere for an overnight trip. Students who are on restrictions for attendance or community conduct infractions are not allowed to go out of town, except during specified open weekends. In order for the Dean of Students Office to approve a student's application to go out of town, the student must submit an out-of-town permission form and parent permission for the trip must be received. A signed invitation from the adult host the student will be visiting is also required. All invitations must be specific to the date.

Parents/Guardians can provide permission in one of three ways. First, they can log into the **Parent Portal** using their user name and password and fill out the Single Event Permission form found in the red navigation box on the far left under the heading "Permissions and Important Documents." Alternatively, you can write a note to the dean's office indicating that you give your child permission to embark on a particular journey, even if your child is leaving with you and traveling home. That note needs to be signed and be date-specific. You may send an email to [dean\\_students@exeter.edu](mailto:dean_students@exeter.edu) that includes a scanned signature and the specific dates and travel information. *Please note: Only emails with signatures will be accepted.*

Parents/Guardians have the option to complete a Boarding Student Permission form. This form (also referred to as the “blanket permission form”) is available on the Parent Portal to the parent(s)/guardians(s) sharing the student’s residence, and allows a parent/guardian to grant permission for certain activities for the duration of the student’s Exeter career. If you indicate on this form that you give permission for an activity — such as going to Boston on an unchaperoned train — then we will approve your child’s out-of-town requests for that activity every time a request is submitted, without further communication from you, as long as everything else is in order. *Please Note: Amtrak has a policy that no child under 16 may ride the train without an adult (a person age 18 or over).* This form may be modified online at any time; just access the form on the [Parent Portal, www.exeter.edu/portal](http://www.exeter.edu/portal), make the necessary changes and resubmit it. The Dean of Students Office will update the permissions for your student within one to two business days.

Using the Boarding Student Permission form can be a time saver for you, your child and the Dean of Students Office. However, it is subject to abuse and you need to feel certain that your child can responsibly handle the freedoms you grant. If you are uncertain, you can limit the permissions on the form and plan to grant permissions for outings on a case-by-case basis. There is more information about the [out-of-town permission process](#) in *The E Book*.

#### **WHAT IS THE ROOM VISITATION POLICY?**

“Visitations” in dorm rooms are based on membership in a dorm, either as a resident or an affiliated day student. If a student is a member of a dorm community, they may visit in dorm rooms without permission for much of the day. However, if a student would like to visit in a room of another dorm, such visits are restricted to certain hours, they must obtain permission from the faculty member on duty, and the door must be wide open. You can read more about our [visitations policy](#) in *The E Book*.

## **DAY STUDENT TOPICS**

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#### **HOW ARE DAY STUDENTS INVOLVED IN THE LIFE OF THE SCHOOL?**

Day students are very much a part of everyday life at the Academy. They, like all students, are equal participants in classroom, athletic, and extracurricular endeavors. To facilitate connections, day students are affiliated with particular dorms and enjoy some privileges as members of that community. They are welcome to take all of their meals (yes, even on the weekends) in the dining hall, participate in all extracurricular activities, and use all Academy facilities. They are welcome to visit in the dormitories on school nights until 8 p.m. for preps and lowers and until 9 p.m. for uppers and seniors, and until 11 on Saturday nights.

#### **WHAT FACILITIES ARE AVAILABLE FOR MY DAY STUDENT?**

Elizabeth Phillips Academy Center is designed to be the hub of student life and the campus crossroads. The first floor of Elizabeth Phillips Academy Center houses the Grill, the Post Office, and a large entry lounge, the Phelps Commons, which is the perfect place to sit and enjoy a break, read your mail and catch up with other members of the Exeter community. The second floor consists of the Student Activities Office and the day student lounge. In addition to meeting rooms and offices, students have access to a literary clubroom with six workstations. Day students have a space large enough to accommodate all of them. The day student suite includes individual lockers, two showers, and two

lounges: one for hanging out with friends and one for quiet study. Many upper and senior day students choose to retain study carrels at the library as well.

#### **IS THERE A DAY STUDENT NETWORK?**

Day students are in regular and frequent contact with one another. Prior to the beginning of the school year, day student proctors reach out to all new day students and are present during new student registration to answer questions and provide guidance for new day students. There are several events throughout the year to keep day students connected, beginning with a reception for new day students and parents/guardians before the start of school. All new day students are affiliated with dormitories prior to the start of the year, and attend all dorm meetings and events at the beginning of the year, and various dorm events during the school year. The dean of residential life, Carol Cahalane ([ccahalane@exeter.edu](mailto:ccahalane@exeter.edu); 603-777-3411), is available to help students with any concerns or issues pertaining to the day student population. Day students meet with their advisers and advisee groups most Wednesdays during the advising period and, on occasion, gather for social functions. Day students have a common area at the Elizabeth Phillips Academy Center where they gather to study and socialize; they also study at the Academy Library and elsewhere on campus. Day students are supported by day student proctors and Student Listeners, and have a large, elected voice in Student Council.

## **CAN A DAY STUDENT CHANGE THEIR DORM AFFILIATION?**

We ask that every day student, like every boarder, give their assigned dorm a fair chance. Dorms work actively to build a sense of community, but it does take time and requires the engagement of all parties, including affiliated day students. We also limit the number of day student affiliates to a dorm to keep numbers balanced. If a day student is interested in switching affiliated dorms, they may apply to do so each May.

## **MAY DAY STUDENTS DRIVE TO SCHOOL?**

Yes, students who are licensed drivers may drive to school. Vehicles driven to school must have a PEA parking decal. In August, parking decal information and an online parking decal application form will be available on the [Parent Portal](#) for all day students and parents/guardians. Parking decal information is also available on ExeterConnect for students. Once the online form is submitted, it will be processed by campus safety and the decal with instructions will be sent to the student's Post Office box. It is important that students who drive to campus know and abide by the [motor vehicle regulations](#) outlined in *The E Book*.

## **MAY DAY STUDENTS DRIVE BOARDERS TO THE DRUGSTORE OR TO THE PIZZA SHOP?**

No, day students may not drive a boarder unless the boarder is an overnight visitor in your home and proper written permission has been obtained from the Dean of Students Office (see the "[Motor Vehicles](#)" section of *The E Book*). Day students do report that they are sometimes asked to help boarders run small errands such as this, so please emphasize that this policy is for your child's (and your) protection.

## **MAY I DRIVE BOARDERS TO THE DRUGSTORE OR TO THE PIZZA SHOP?**

Yes, boarders may ride with a driver over the age of 21 in the Exeter vicinity (which is defined in *The E Book* as the region in New Hampshire bounded by Route 125, Route 16 and the ocean) for a day trip as long as the students have informed the faculty member on duty in their dorm(s) where they are going, with whom they are traveling, and when they are likely to return.

## **MAY WE ENTERTAIN BOARDERS IN OUR HOME?**

Absolutely! For day trips, please see the information on this page under the question "May I drive boarders to the drugstore or pizza shop?" For overnight visits, the boarder must obtain proper written approval from the Dean of Students Office. For this approval to be granted, a boarder must have parental permission, and we require that you, the host, provide a written invitation

to the dean's office for each occasion. The Single Event Permission form on the [Parent Portal](#) may be used to extend invitations to boarding students to visit your home. Please note, it is understood that the parents/guardians of day students, or adults designated by the parents/guardians, will be in residence during the visit and are responsible for the visiting students.

## **MAY DAY STUDENTS SPEND OVERNIGHTS ON CAMPUS?**

On non-school days, it is possible for a day student to occasionally spend a weekend night in their affiliated dorm with parental/guardian permission and permission of the faculty member on duty in the dorm and/or the dorm head. We ask that the parent speak directly with the faculty member.

When inclement weather is anticipated on a school night, day students are welcome to stay with friends in their affiliated dormitories. Again, please contact the faculty member on duty to request permission. Please do not hesitate to call the dean's office at 603-777-3411, if you are not sure whom to contact in the dorm.

If a day student or parents/guardians would like to discuss a possible stay outside these parameters (e.g., staying over on a school night when weather is not a concern or staying in a dorm longer than one night), they should discuss this request with a dean.

## **WHERE CAN A DAY STUDENT STORE BOOKS AND OTHER BELONGINGS DURING THE SCHOOL DAY?**

The day student lounge in the Elizabeth Phillips Academy Center includes individual lockers for each day student where they can store books, clothing and other belongings. Study carrels at the library where books and other materials may be stored are available to upper and senior day students. Students are also assigned lockers in the gymnasium. Storage for musical instruments is available in the music building.

## **HOW CAN I REACH A DAY STUDENT DURING THE DAY?**

If your student is in class and has no access to a cell phone, call the Deans Office (603-777-3411) and the dean on duty will make sure that the message gets to your child. If there is an emergency, call campus safety (603-777-4444) and they will locate your student as quickly as possible.

### **WHOM SHOULD I NOTIFY IF A DAY STUDENT CANNOT COME TO SCHOOL BECAUSE OF ILLNESS?**

You should call the health center directly if your child is too ill to attend classes. The phone number there is 603-777-3420. Please be sure to call as soon as you know your child will be absent. You do need to call each day in which an absence occurs.

If a day student is at school and becomes ill, the student should report to the health center. After evaluation and treatment — if deemed appropriate — the student will be given a place to rest until feeling well enough to return to classes or arrangements can be made to return home.

### **CAN DAY STUDENTS UTILIZE THE SERVICES OF THE HEALTH CENTER?**

Certainly! The health center staff is available and willing to treat all of our students. However, when your child requires the care of a nurse practitioner or physician, you may prefer to have your child see your local primary care provider so that continuity of care is ensured. For more information about the services offered by the health center, please see the section of this publication titled “[Health Care, Health Education and Counseling](#).”

### **WHAT SHOULD A DAY STUDENT DO IF INCLEMENT WEATHER MAKES DRIVING TO SCHOOL HAZARDOUS?**

The Academy typically does not cancel school during snowstorms or other severe weather conditions. If, however, a day student or parents/guardians of a day student determine that driving to school might be hazardous, staying at home is an option. We ask that the student’s parents/guardians contact the Dean of Students Office at 603-777-3411 to report the absence as soon as possible.

If storm conditions are predicted and travel conditions are expected to be poor, day students are welcome to stay with friends in their affiliated dormitories. Day students and their parents/guardians should contact the faculty member on duty in the dorm to request permission and make the necessary arrangements. If you do not know whom you should contact in the dorm, please call the Dean of Students Office for this information.

### **MAY DAY STUDENTS TAKE OVERNIGHT TRIPS WITH THEIR PARENTS/GUARDIANS AND MISS SATURDAY CLASSES?**

Because the quality of our classes depends on the presence and full participation of all of our students, we require students to attend all of their classes. Exceptions are

made only for extraordinary circumstances. If your child would like to miss any classes or a sporting/team event, it is necessary to request permission from the deans. In order to do so, your child should complete and submit the Petition to the Deans form on ExeterConnect at least seven days prior to the date of the event. The deans will review such requests during their regular weekly meetings. Such permissions are not granted automatically, but rather are considered on a case-by-case basis. We will also need signed parental permission specific to each event. This can be submitted electronically via the [Parent Portal](#) or we will accept an email sent to [dean\\_students@exeter.edu](mailto:dean_students@exeter.edu) with a scanned signature.

Students do not need to petition for permission to miss classes for religious holidays. Please see the “[Worship](#)” section of this publication for more details.

### **CAN DAY STUDENTS ACCESS THE ACADEMY’S COMPUTER NETWORK FROM HOME?**

It is possible for day students to access the Academy’s network from home. For more information please contact the IT department at 603-777-3693 or consult the information on the IT section of the website, [www.exeter.edu/technologyguide](http://www.exeter.edu/technologyguide).

### **HOW CAN THE PARENTS/GUARDIANS OF DAY STUDENTS BE MORE INVOLVED IN THE LIFE OF THE SCHOOL?**

We welcome all parents/guardians to attend athletic events, theatrical performances, concerts, guest lectures, etc. You are also welcome to attend an occasional assembly program, though we warn you, seating is very limited. Because of their proximity, day student parents/guardians are typically more able to participate in these events. Having parents/guardians on the sidelines or in the audience — even if they are not their own parents — means a great deal to our students. You can keep abreast of current events by consulting the news and events areas of our website.

Parents/guardians of day students are also encouraged to participate in Exeter Seacoast Association activities. The Exeter Seacoast Association is one of our regional organizations that aims to bring alumni, parents/guardians, and, occasionally, current students together for events in the Seacoast area. See also the “[Parent Volunteer Opportunities](#)” section of this document for additional information.

Please attend the “Coffee and Conversations” receptions, which take place once per term on campus. It is an opportunity for parents/guardians who live in the vicinity to connect with each other and learn more about the Academy. You will receive your invitations via email.

# RULE-BREAKING/COMMUNITY CONDUCT ISSUES

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## WHAT IF I HAVE AN INKLING ABOUT RULE-BREAKING AT THE SCHOOL AND WOULD LIKE TO HAVE SOMEONE CHECK ON IT BEFORE STUDENTS GET INTO TROUBLE?

Parents/guardians will often hear about potentially troublesome behaviors before Academy staff. If you are concerned about your child or another student and would like someone at the Academy to check into the situation, please contact the Dean of Students Office and speak with a dean. You do not need to share the names of the students involved unless you are comfortable doing so. In most circumstances we do not have to share the source of the information (i.e., your name) when addressing the problem.

It is important to note that Academy personnel are required to report certain situations to local or state authorities. Please see the question in this section titled “[Under what circumstances are Academy personnel required to share information with local and state authorities?](#)” for more information about these reporting laws.

## DO YOU HAVE A POLICY ON BULLYING/ HAZING/ HARASSMENT?

We expect our students to act civilly toward one another. Bullying, hazing, and harassment can be major offenses. We discuss these issues with students at the beginning of each year, and oftentimes, later in the year. We encourage all of our students to review the statement about bullying/harassment/hazing found in the “[Bullying, Hazing and Harassment](#)” section of *The E Book*. Please review this information yourself and discuss this matter with your child.

If you ever have any concerns that a student might be the victim of bullying, hazing or harassment, we ask that you discuss this matter with your child’s adviser, dorm head or one of the deans. You need not share more information than you wish. We do not necessarily have to share the source of the information (i.e., your name) when addressing the problem.

It is important to note that Academy personnel are required to report certain situations to local or state authorities. Please see the question in this section titled “[Under what circumstances are Academy personnel required to share information with local and state authorities?](#)” for more information about these reporting laws.

## WHAT HAPPENS IF MY CHILD IS CAUGHT USING ALCOHOL OR OTHER DRUGS OR BREAKING ANOTHER MAJOR RULE?

If a student is caught using, in possession of, or under the influence of alcohol or other drugs, the first thing we do is bring the student to the health center to be evaluated and to be certain that the student is in no danger. Usually, we require the student to spend several hours at the health center. Parents/guardians are notified soon after the offense is discovered.

Breaches of the alcohol and other drug rules are **major offenses** (see *The E Book* for a complete list of major rule violations), which means that a student who violates one of these rules may be subject to dismissal from the Academy. The dean’s office investigates the situation and asks the students involved to write factual statements that describe their involvement in the rule violation. The dean in charge of overseeing the community conduct process and the faculty chair of the Community Conduct Committee then determine which rule, if any, was violated. If a student is found to be in violation of a major rule, the student is asked to appear before the Community Conduct Committee, usually within a few days of the offense, to explain the actions in question. The committee, after talking with the student and hearing reports from the student’s adviser, current teachers, a faculty friend and a student friend (the latter two can be invited by the student), decides what the response will be. Typically in situations involving violation of a major rule, the committee deliberates between placing the student on community restoration, probation or requiring the student to withdraw from the Academy. The decision of the Community Conduct Committee is final.

A child who remains at Exeter after an alcohol or other drug violation will be enrolled in the **Academy Student Assistance Program**. Meetings with a counselor and a health educator will most likely be required so that your child can have safe, confidential places to discuss decisions around the use of alcohol and other drugs or other rule violations. Other support mechanisms can be put into place and are discussed with the parents/guardians.

It is important to note that Academy personnel are required to report certain situations to local or state authorities. Please see the question in this section titled “[Under what circumstances are Academy personnel required to share information with local and state authorities?](#)” for more information about these reporting laws.

## **WHAT IS THE PARENTS/GUARDIANS' ROLE WHEN A STUDENT VIOLATES A MAJOR RULE?**

Parents/guardians of students are notified soon after we determine that a major rule has been violated. At that point, the dean will explain what has happened, how the disciplinary process works, and what the parents/guardians can expect. Parents/guardians are welcome to come to campus to support the student during the Community Conduct Committee meeting time. If Requirement to Withdraw is possible, we urge parents/guardians to come to campus. Parents/guardians, however, are not allowed to attend the actual meeting. We do this to encourage students to take responsibility for their own actions and to ensure that no student is advantaged or disadvantaged by a parent's/guardian's presence or absence.

## **WHERE CAN I LEARN MORE ABOUT THE COMMUNITY CONDUCT PROCESS?**

The disciplinary process is described in detail in *The E Book* under the heading **The Community Conduct System**. If, after reviewing that section, you have further questions, please do not hesitate to contact the Dean of Students Office (603-777-3411) for more information.

## **WHAT IS THE ACADEMY'S POLICY ON SEXUAL MISCONDUCT?**

The sexual misconduct policy is described in detail in *The E Book* under the heading "**Sexual Misconduct Policy**." We suggest that you discuss this important policy with your student prior to arrival on campus.

## **UNDER WHAT CIRCUMSTANCES ARE ACADEMY PERSONNEL REQUIRED TO SHARE INFORMATION WITH LOCAL AND STATE AUTHORITIES?**

New Hampshire state law requires that Academy personnel report certain situations to local or state authorities. Even if the Academy deals with a situation through our non-disciplinary response (NDR) policy and we do not apply our community conduct procedures, if a student violates a law and the action is reportable under these or any other laws, the student may still be subject to criminal investigation and prosecution. It is important that you familiarize yourselves with these laws, as violations can carry serious consequences for your child. Please discuss these matters with your child, and we will do the same. The more we, parents/guardians and teachers, work together to help students make good decisions, the better. The following is a brief description of these laws:

- The New Hampshire Student Hazing law (NH RSA 631:7) requires Academy personnel and students to report to local authorities when, according to the legal definition, a student has been hazed.
  - Under the Criminal Acts in Safe School Zones law (NH RSA 193-D), Academy personnel are required to report to local authorities if we witness or have information from the victim of an act of theft, destruction or violence that occurred in any "safe school zone," which is defined as an area inclusive of any school property or school vehicles. This law, known as the Safe School Zone law, includes the following violations when defining acts of theft, destruction, or violence: homicide, first- or second-degree assault, simple assault, felonious or aggravated felonious sexual assault, criminal mischief, unlawful possession or sale of a firearm or other dangerous weapon, arson, burglary, robbery, theft of \$500 or more, illegal sale or possession of a controlled drug under RSA 318-B, or criminal threatening under RSA 631:4.
- For more information about these and other laws that apply to your child's life while here at Exeter, you can refer to the "**New Hampshire State and Mandatory Reporting Laws**" section of *The E Book*. Full text of all New Hampshire state laws can also be found online at <http://www.state.nh.us/government/laws.html>.
- According to New Hampshire RSA 169-C, Academy personnel are required to report to local or state authorities if we suspect that someone under the age of 18 has been physically, sexually or emotionally abused or neglected by any other person.

# HEALTH CARE, HEALTH EDUCATION AND COUNSELING

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## WHAT SHOULD HAPPEN WHEN MY CHILD IS SICK?

If a day student is not well enough to meet required appointments and needs to stay at home, a parent should call the health center immediately and report the absence. If a day student is at school and becomes ill, the student can report to the health center. After evaluation and treatment — if deemed appropriate — your child will be given a place to rest until feeling well enough to return to classes or arrangements can be made to return home.

A boarder who is not feeling well enough to attend classes or other required appointments must report to the health center. After evaluation and treatment — if deemed appropriate — the student will be given a place to rest until feeling well enough to return to classes. Students must report to the health center for an absence to be excused and may not stay in the dorm during class time. If a student is unable to walk to the health center, or feels ill at night, our campus safety staff can provide transportation. When in this situation, the student should contact a dormitory faculty member, the health center or campus safety to arrange transportation.

Depending on the severity of illness, a student may contact instructors for assignments or wait until the illness has passed to do the work. If a student misses three or more days of classes due to illness, the health center will notify the dean of student health. If appropriate, the dean will then notify teachers and have assignments sent to the student.

When a student needs to miss several days of school due to illness or injury, teachers are usually quite accommodating, but they still need to hold students responsible for the course requirements and material. Unfortunately, the more classes a student misses, the more difficult it is to meet the course responsibilities. Usually, once better, students are able to catch up and continue with their classmates. However, in rare cases, a medical leave of absence may need to be considered.

If you believe your child needs some additional academic, medical or psychological support due to an illness, please contact a member of our health center staff at 603-777-3420 or the dean of student health at 603-777-3411.

## WILL I BE NOTIFIED IF MY CHILD IS ILL OR SEEKS HELP AT THE HEALTH CENTER?

The Academy's confidentiality policy for students treated by the staff of the health center is designed to remove any perceived barriers to health care; to encourage students to promptly seek medical and psychological care and support when they need help; and to encourage students to develop trusting relationships with their health care providers and be candid about their health histories and risk behaviors. Therefore, medical and psychological information shared between students and the Academy's health care providers is private and treated confidentially within the limits of the law and certain Academy policies. In most circumstances, students are comfortable sharing their health concerns with their parents/guardians, and our health care providers will always encourage them to do so. Parents/guardians do have the right to see the medical and counseling records of their child or children under 18 years of age. However, in the effort to promote candor and trust, the Academy asks that parents/guardians respect the privacy of students who may not wish to share certain information.

The staff at the health center will contact you if your child stays overnight at the health center, if your child seeks help at the health center while under the influence of alcohol or another drug, if your child requires emergency care at a hospital, and, of course, if your child grants us permission to do so.

For more information about the Academy's [confidentiality policy](#) for students treated at the health center, please refer to *The E Book* or contact the health center (603-777-3420).

## DOES THE FACULTY KNOW IF MY CHILD SEES A NURSE, PHYSICIAN ASSISTANT, DOCTOR OR COUNSELOR?

If a student must miss a class in order to see a physician, nurse practitioner, nurse, or one of the counselors, or needs to rest at the health center, the time of arrival and the time of departure will be reported to the dean's office. The reason for the visit is not listed. This information is put into the attendance database and allows the dean's office to determine when a class absence should be excused for health reasons. However, every effort is made by the health center staff to schedule appointments during the student's free times, and if the appointment time falls during those free times, the visit to the health center is not included in the report sent to the dean's office for attendance purposes.

The only way a faculty member will generally learn the reason for a student's visit to the health center is if the student shares that information. However, the Academy must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus parents/guardians and students consent to allow the medical director, counselors or their designee to disclose to those authorized employees and agents of the Academy who have a need to know the minimum amount of medical and/or psychological information necessary to serve the best interests of the student and/or the community. Students and parents/guardians who have questions with regard to confidentiality and its limits should direct those questions to the medical director or designee at the health center. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

For more information about the Academy's confidentiality policy covering students treated by the staff of the health center, please contact the health center at 603-777-3420.

#### **WILL WE BE CHARGED FOR SERVICES PROVIDED BY THE HEALTH CENTER STAFF?**

The health center offers a variety of health care services, including evaluations and treatment by the Academy's own physician, physician assistant, nurses, counselors, health educators, nutritionist, and athletic trainers. Academy tuition includes access to a broad range of services provided by our team of health care professionals at the health center, at no additional cost. Additional fees will be charged for some stock medications, immunizations and lab tests. Academy tuition does not cover services provided by non-Academy staff health care professionals.

#### **HOW CAN MY CHILD FIND A PHYSICIAN SPECIALIST, DENTIST, ORTHODONTIST, OR THERAPIST IN THE EXETER AREA?**

The staff at the health center is more than happy to refer students to local practitioners. If there is an urgent need for your child to see a physician, dentist or therapist, our staff will do what they can to help your child make an appointment and will arrange transportation with a medical chaperone. Health center staff can also make transportation arrangements with a medical chaperone for regular allergy injections. For nonurgent dental or orthodontia visits, students and their parents/guardians are asked to contact a local cab company for transportation. We do ask that these nonemergency appointments be scheduled during a student's free time. We understand that this is not always possible, but ask that every effort be made to avoid absences from class.

If such an appointment has not been scheduled by the health center staff as a follow-up to an appointment there, and your child is likely to miss a required Academy appointment or will need to leave the Exeter area for that appointment, you must notify the Dean of Students Office. You may use the Single Event Permission form on the Parent Portal, fax to 603-777-4396, or email to [dean\\_students@exeter.edu](mailto:dean_students@exeter.edu) (if a scanned signature can be included), in order to notify the dean's office of the appointment and, if necessary, request out-of-town permission (usually necessary for boarders).

#### **OTHER THAN ADVISERS, TEACHERS, AND COACHES, WHAT KIND OF EMOTIONAL SUPPORT IS AVAILABLE FOR MY CHILD AT THE HEALTH CENTER OR ELSEWHERE?**

The entire staff at the health center — our nurses, nutritionist, athletic trainers, physician assistant, physician, health educators, and counselors — is available to support our students emotionally. Much of what they do on a day-to-day basis involves assessing and caring for students who need some personal or emotional assistance. Our licensed mental health counselors are available to meet free of charge, with individual students or groups of students for confidential discussion relating to emotional growth, social or personal adjustment, academic achievement, or any issue important to the student. There is a counselor on call for urgent matters 24 hours each day when school is in session. For more information about these services, please refer to the "Health Services" section of *The E Book*, or to the Health and Wellness section of the Exeter website <https://www.exeter.edu/student-life/student-support/counseling>. You can contact any of our health services staff members by calling the main Lamont Health and Wellness Center number, 603-777-3420.

Many students also find emotional support when they talk to our school chaplain or with one of the deans. The Academy also offers support groups for students of color. For more information about these groups, students should contact the dean of multicultural affairs.

## HOW DOES EXETER HANDLE SEX EDUCATION?

All new students are enrolled in one of the Health and Human Development courses and will have other required one-term courses. These courses cover a wide range of health topics, including human sexuality. When discussing sexuality, we cover a variety of topics: sexual behavior, sexual orientation, gender identity, reproduction, contraception, abortion, sexually transmitted infections and diseases, dating and romantic relationships, marriage, gender roles, communication between friends and partners, sexual assault and rape, and most importantly, decision-making. We do not try to hide information from our students, nor do we glorify sexuality and sexual behavior. Our primary goal is to help students consider all of the possible advantages and consequences of various choices and actions—whether they be physical, social, emotional, moral, religious, or economic consequences—and to identify how they can best take good care of themselves and meet their long-term goals.

The Health and Human Development Department also offers a senior-level elective course titled *A Study of Human Sexuality*. This course examines the biological, psychological and sociological aspects of human sexuality and sexual behavior.

We strongly encourage our students to talk about sex and sexuality with their parents/guardians. If your child is enrolled in one of the Health and Human Development courses, ask what they are discussing in class.

In addition to these courses, the health educators are available to meet with students individually, in small groups or in dormitories to discuss health topics such as nutrition, substance use and abuse, stress management, fitness, and sexuality. They also sponsor some evening workshops and all-school assemblies. Students can also come to the health education library on the third floor of the health center for books, pamphlets and videos about a variety of health topics. Lastly, the health educators work with a group of student peer educators who work to disseminate accurate health information on our campus.

It is also important to note that our physician and our physician assistant are available to meet with students to discuss medical issues surrounding sexuality and sexual health. Students can arrange appointments in person at the front desk of the health center, or by calling the health center at 603-777-3420.

## IS THERE HEALTH INFORMATION AND/OR HEALTH GUIDANCE FOR MY STUDENT WHO IS A SENIOR AND WHO WILL BE ATTENDING COLLEGE NEXT YEAR?

All seniors are required to complete *Crossroads: Your Future, Your Health*, a seminar course in Health and Human Development, where they will have the opportunity to consider common health questions and concerns as they prepare to transition to college or career settings. Health data as well as students' individual concerns are utilized to guide discussions while seeking guideposts for healthy living.

## WHAT IS EXETER'S HEALTH POLICY ON ALCOHOL AND OTHER DRUGS?

The Academy believes that alcohol and other drug use interferes with healthy adolescent development. Through our Health and Human Development courses, assembly programs, Student Listener and proctor training workshops, dorm discussions, small group discussions, and our individual contact with students, we work to prevent drug misuse and abuse through education, early identification and intervention.

If a student is discovered using, misusing, possessing, distributing, purchasing, or selling alcohol or other drugs, this infraction will be treated as a major disciplinary offense. However, the student's health and well-being will always be our primary focus. The student will be evaluated by our health services staff and offered the appropriate support and care.

## IS THERE A DRUG-TESTING POLICY WHEN A STUDENT IS SUSPECTED OF BEING UNDER THE INFLUENCE OF ALCOHOL OR OTHER DRUGS?

If a student is suspected of being under the influence of alcohol or another drug, but denies having used any drugs, the dean of students or a designee may require the student to be tested. If the student refuses to give consent for this testing the Academy may presume such a test would be positive. For more details, see "[Drug Testing Policy](#)" in *The E Book*.

Our policies allow students to come forward and ask for assistance when they believe a student needs adult help with an alcohol or other drug-related issue. If an individual is seeking personal help or help for another student who is using alcohol or other drugs and no disciplinary investigation is underway, past or current violation of alcohol or drug rules may be disclosed by the student without fear of community conduct consequences. Instead, follow-up would often involve a referral to the health center or a required evaluation through the Academy Student Assistance Program (ASAP).

It is important to note that Academy personnel are required to report certain situations, including some drug violations, to local or state authorities. Please see the question in the “**Rule-Breaking/Disciplinary Issues**” section titled “Under what circumstances are Academy personnel required to share information with local and state authorities?” for more information about these reporting laws.

For detailed explanations of our alcohol and other drug-related policies, please refer to the sections of *The E Book* titled “**Seeking Help in Non-Disciplinary Situations**” and “**Disciplinary Situations Involving Medical Emergencies or Substance Abuse.**” Also, please see the sections titled “**Alcohol and Drugs,**” “**New Hampshire State and Mandatory Reporting Laws,**” and “**Academy Student Assistance Program.**”

### **WHAT IS THE ACADEMY’S POLICY ON PRESCRIPTION DRUGS?**

Students are allowed to self-administer all appropriately prescribed prescription drugs with the exception of psychotropic medications. In order to ensure your child’s safety and to coordinate your child’s health care, we require that you inform the health services of all medications prescribed for your child. Students should secure all prescription medications in their rooms so that no one else has access to them. For psychotropic medications, including stimulants used to treat Attention Deficit Disorder, antidepressants, and sedatives, we require that these medications be stored at the health center. Typically, we then dispense weekly allotments to the student. If you, your child’s physician, or your child would like to have personal medication dispensed more frequently (for example, on a daily basis), that can be arranged by contacting the health center at 603-777-3420. For more information about this policy and the related procedures, please refer to *The E Book*’s “**Student Prescription Medications**” section. Of course, if after reviewing *The E Book* materials you need additional information, please feel free to contact the health center staff at the number listed above.

# CAMPUS SAFETY

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## HOW DOES THE ACADEMY PROVIDE FOR STUDENTS' SAFETY?

Campus Safety Services comprises three functional areas: Operations, Safety, and Environmental Compliance. Operations provides 24/7 uniformed patrol and dispatch services to the Academy community. Our campus safety officers perform prevention-oriented patrols and respond to calls for service. Dispatchers answer the Academy's switchboard, control the emergency notification systems, and monitor the Academy's two-way radio system and alarm system. Safety provides guidance in the interpretation of safety and health codes and standards, and ensures compliance with federal and state regulations. Safety coordinates fire alarm drills, conducts fire extinguisher inspections, conducts AED training, and works closely with the Exeter Fire Department on life safety issues. Environmental Compliance conducts required health and safety inspections and ensures that federal, state, and local regulations are upheld.

## IS EXETER A SAFE TOWN?

Yes, Exeter is a relatively safe and quiet town. Members of the Academy community feel safe and secure walking around town. However, students, faculty and staff should exercise common sense. For example, we ask students to stay on well-lit paths and to travel in groups after dark. We ask that students not admit strangers to the dormitories and that they report any suspicious persons or activities immediately to campus safety as part of our "See Something, Say Something" initiative. Some of these issues are addressed in *The E Book* under the heading "**Campus Safety**," subheading "**Personal Safety**." Please review this information and consider discussing the content with your child.

## DO STUDENTS EVER EXPERIENCE HARASSMENT IN THE TOWN OF EXETER?

Although relatively rare, some of our students have experienced harassment in town. Whether the harassment is based on one's affiliation with the Academy, gender, race or ethnicity, perceived sexual orientation or other characteristics, it can understandably be quite upsetting to a student. We ask that students go immediately to an adult for help and report ALL instances of harassment to campus safety and/or the Exeter Police as soon as possible. Students should provide as much information as possible: a description of the perpetrator or perpetrators, where the event occurred, names of any witnesses, the direction the perpetrators took, and, if they were in a car, the make, model, color and license plate number (even if it is only a partial number) of the car.

Campus Safety Services is focused on creating a safe and secure environment so that students are able to concentrate on pursuing academic excellence. We encourage students to let us know if they observe any suspicious behavior or become concerned about any safety or security issues. We encourage you to do the same. If it is a dorm-related concern, you can contact your child's adviser; Director of Campus Safety, Paul Gravel, at 603-777-3611; or one of the deans.

## HOW CAN STUDENTS REACH THE OFFICE OF CAMPUS SAFETY?

Students can call the Academy Campus Safety Office at 603-777-4444. Campus safety also utilizes their Facebook page to provide the community with up to date safety information. For Facebook search "Campus Safety Services@peasafety" or Twitter handle @peacampussafety.

# DINING SERVICES

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## HOW CAN I GET MORE INFORMATION ABOUT WHAT IS SERVED IN THE DINING HALLS?

The Dining Services Department offers a wide variety of food items at each meal, including a choice of entrées, at least one vegetarian entrée, a salad bar with a wide selection, a deli bar, a pasta bar, and even cereals. Students can therefore be selective in their choices. Additional information about dining services can be found on the Parent Portal in the left navigation box under the "Life on Campus" menu selection or at <https://parents.exeter.edu/parents/reslife/Pages/DiningServices.aspx>.

## HOW CAN MY CHILD MAKE SUGGESTIONS TO DINING SERVICES?

Suggestions to dining services or favorite recipes from home can be submitted to Dining Services for their consideration at [www.exeter.edu/recipes](http://www.exeter.edu/recipes). The dining services staff also solicits ideas and input from a Student Council Committee and the Student Services Committee, and meets with that group on a regular basis.

### **MAY I CALL DINING SERVICES DIRECTLY IF I HAVE A SPECIAL CONCERN ABOUT FOOD CHOICES FOR MY CHILD?**

The Academy employs a dietician, who works both with the Dining Services Department and with individual students through the health center. The dietician is happy to speak to parents/guardians and students about any special dietary concerns. If adjustments must be made in the dining halls' offerings in order to meet a student's needs, she will work with the involved parties to find a solution. The Academy dietician can be reached at 603-777-3420.

## **DAILY LIVING**

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### **WHAT KIND OF CLOTHING SHOULD MY CHILD HAVE?**

Exeter can be cool in the fall, and is cold in the winter (temperatures typically range from 0° F to 40° F but can drop below zero). The spring (and early fall) temperatures can be quite variable, ranging from cold to hot (up to 90° F). In September, each student should bring shoes and outerwear suitable for wet, rainy weather, as well as a jacket suitable for cool weather. For winter, students will need a warm coat and boots suitable for walking in the snow and slush. If you are unfamiliar with the New Hampshire climate, you may want to wait to purchase new outerwear until your child has experienced the Exeter climate and seen what the other students are wearing.

### **WHAT IS THE ACADEMY'S DRESS CODE?**

The following dress code is required in classes, assemblies, when representing Exeter at other schools and colleges, and for occasions when "dress code" attire is specified. Because fashions change rapidly, members of the community should keep in mind that the purpose of the dress code is to reflect the discipline and seriousness of purpose we associate with academic pursuits and other occasions requiring dress code attire. This principle governs any question about an item of dress deemed inappropriate, but not specifically listed in the code.

This attire is defined as follows: dress shirt\*, sweater, turtleneck, dress, ethnic or religious attire.

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

### **WHAT IF MY CHILD IS A VEGETARIAN?**

The Dining Services Department offers a wide variety of food items at each meal, including at least one vegetarian entrée. In addition, dining services hosts occasional meetings with dining services staff, the dietician, and members of the community to try new recipes and to provide feedback about vegetarian menu choices. They can also learn more about maintaining a balanced, nutritious vegetarian diet.

General guidelines: All hemlines must be at least fingertip length; all clothing must be clean and in good repair; no hats, athletic wear (e.g., leggings worn as pants, mesh shorts, sweatshirts, T-shirts), strapless tops or tops with straps less than two inches wide, or apparel that reveals the midriff, buttocks or chest.

### **CAN MY CHILD BRING A BICYCLE TO CAMPUS?**

Students are welcome to bring bikes to the Academy. They should bring helmets and bike locks as well. Please note that individuals under the age of 16 are required by New Hampshire state law to wear a bicycle helmet while riding on a public way. Please see *The E Book* for additional information on [bike safety](#). Most dormitories have racks nearby for securing bicycles. Since bike theft can occur on our campus, we strongly recommend that students register their bicycles with our Campus Safety Department by visiting that office or by completing the bicycle registration form available on ExeterConnect under Campus Safety Services or at [http://peaapps.exeter.edu/forms/Bicycle\\_registration\\_form.aspx](http://peaapps.exeter.edu/forms/Bicycle_registration_form.aspx). Campus safety will only take stolen bike reports and initiate investigations for bicycles that have been properly registered and display the authorized registration sticker.

### **OUR ADDRESS, EMAIL OR PHONE NUMBERS HAVE CHANGED; WHOM SHOULD WE NOTIFY?**

Please notify the Dean of Students Office in writing with any changes of address, phone numbers, email addresses, etc. This information should be emailed to [dean\\_students@exeter.edu](mailto:dean_students@exeter.edu). Please include a reference to your student and your relationship so we can update the correct record. You may also update your information in the Parent Directory on the [Parent Portal](#). Please note that updates via the Parent Directory may take two-three business days to be displayed.

# LAUNDRY

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## **WHOM SHOULD WE CONTACT ABOUT A PROBLEM WITH THE LAUNDRY SERVICE?**

If students have a problem with the laundry service, they should go in person to the laundry office, which is in the Phelps Commons, Elizabeth Phillips Academy Center, on Thursday from 12:30 to 1 p.m. Students can also call E&R's School Customer Service Office directly at 800-243-7789 x714 between 6 a.m. and 6 p.m., Monday through Friday. The E&R website is [www.thecampuslaundry.com](http://www.thecampuslaundry.com).

## **CAN STUDENTS DO THEIR OWN LAUNDRY AT EXETER?**

Yes, there are a limited number of washers and dryers available for student use in each dormitory. The machines

are operated by using a laundry debit card which may be purchased for a refundable \$5 from the card-dispensing machine located in the lower level of the Elizabeth Phillips Academy Center. If a student is enrolled in E&R's personal laundry service, the E&R campus representative will put an initial \$25 value on the card. Students can add value to their laundry debit card in increments of \$5, \$10 or \$20 by using the card-dispensing machine.

## **HOW FAR IS THE LAUNDROMAT?**

Students who prefer to use a local laundromat will find Burnham's Laundry and Dry Cleaning on Lincoln Street, about a five- to 10-minute walk from Jeremiah Smith Hall.

# WORSHIP

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## **WHAT RELIGIOUS SERVICES ARE OFFERED AT SCHOOL OR IN THE NEARBY AREA?**

There are a number of worship opportunities both on and off campus. The interim chaplain and Director of Religious and Spiritual Life, Heidi Health, leads the ministry at Phillips Church and serves as pastor of the school, regardless of an individual's or group's faith orientation. Please refer to *The E Book* for a description of the [Religious Services programs](#) and contact the Office of Religious Services at 603-777-3586 for information about local houses of worship.

## **MAY STUDENTS MISS CLASS FOR MAJOR RELIGIOUS OBSERVANCES AND HOLIDAYS?**

Yes, students may miss class for major religious observances and holidays. In order to do so, they must secure proper approval from the Dean of Students Office. If students or parents/guardians have any questions about this, they should consult the Dean of Students Office or the school minister.

# INFORMATION TECHNOLOGY

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## **ARE STUDENTS REQUIRED TO BRING A COMPUTER TO SCHOOL?**

All students are required to bring a laptop to school. (Please note that students enrolled in Japanese language courses must also have an iPad in order to use the iBooks created for that program.) The Academy does not require students to own a specific brand or operating system. The device should run the latest available operating system or the one prior. For more information on computer requirements, visit the Technology Guide at [www.exeter.edu/it](http://www.exeter.edu/it). Computers are available for student use in the Academy Library and Phillips Hall.

## **DO STUDENTS NEED TO BRING A PRINTER?**

No. Students are able to upload their documents to uPrint and release them at any of the 10 public printers in the following locations: Academy Library 1M, Main Floor and Commons; Phillips Hall basement computer lab and alcove; Phelps Science lobby; Academy Building basement outside Room 018; and Elizabeth Phillips Academy Center, Phelps Commons, 2nd floor Literary Club Room and 3rd floor Student Learning Center. Visit the Technology Guide at [www.exeter.edu/it](http://www.exeter.edu/it) for more information.

## **WILL MY CHILD HAVE ACCESS TO A PHONE IN THE DORM?**

Although a majority of the students use their own cell phones, there are phones available in each dorm common room and hallway for them to make emergency, local or long-distance calls with a calling or credit card.

## **HOW SOON WILL MY CHILD BE ABLE TO GET ONLINE?**

Students receive network accounts during the enrollment process, which provide access to Academy resources. Students are able to set up online access on move-in day, provided they have the proper equipment and register their device to the Academy network. If students need assistance connecting their devices to the network, they should contact the IT support desk at 603-777-3693. During registration, there will be IT staff in the Academy Center and student volunteers available in dorms to provide assistance.

## **DOES MY CHILD NEED A CABLE TO CONNECT TO THE INTERNET?**

No. Wireless network connectivity is available throughout campus. If a student has a computer without a wireless network card, they must contact

IT to request an ethernet port to be activated in their dorm room. Because wireless network connectivity is available, personal access points ARE NOT allowed in the dormitories. For more information on network connectivity and how to connect various devices to the network, check out the Technology Guide at [www.exeter.edu/it](http://www.exeter.edu/it).

## **IS A STUDENT'S USE OF THE INTERNET MONITORED?**

Students' use of the internet is not routinely monitored, although excessive use that impacts system performance may be tracked by the system administrator, and students may be required to discontinue such activities. The Academy does reserve the right to access information stored or transmitted over the network in order to investigate possible violations of any Academy rules. Internet access is available to students 24/7.

If you'd like more information about these policies, please refer to the "[Academy Computing and Network Resources](#)" and "[Acceptable Use Policy](#)" in *The E Book*. You can also find the Acceptable Use Policy at <http://www.exeter.edu/sites/default/files/documents/Acceptable%20Use%20Policy.pdf>.

# **TRAVEL**

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## **WHAT IF MY CHILD'S FLIGHT IS DELAYED, RESULTING IN A LATE ARRIVAL TO SCHOOL?**

In this circumstance, please notify the Dean of Students Office as soon as possible at 603-777-3411.

## **WHERE CAN I FIND OUT WHAT TRANSPORTATION IS AVAILABLE TO AND FROM THE AIRPORTS AND TO AND FROM BOSTON?**

The Academy provides bus transportation to and from Logan and Manchester airports at the beginning and end of each term and the Thanksgiving break. Complete transportation information for the school year is available on the [Parent Portal](#) located under the left menu item "Life on Campus" at the Transportation Information link or on the [Parent Portal](#) landing page under Useful Links for Parents>On Campus>Transportation.

Students can take a train, run by Amtrak, between Boston's North Station and Exeter's station, a five-minute walk to campus. *Please note: Amtrak has a strictly enforced policy that no child under 16 may ride the train without an adult (someone age 18 or over).* The schedule

for this service, known as "The Downeaster," varies and may not be convenient to students' schedules. Information about Amtrak service can be found at [www.amtrak.com](http://www.amtrak.com).

Alternatively, a student can choose to use a private shuttle or limousine service to travel to or from the airports or Boston. Detailed information can be found in the section "[Transportation in the Exeter Area](#)" in *The E Book*. For more information about PEA's transportation services, please email [transportation@exeter.edu](mailto:transportation@exeter.edu) or call 603-777-3494.

## **WHERE IS THE MANCHESTER AIRPORT AND IS TRANSPORTATION AVAILABLE?**

Although fewer airlines fly in and out of Manchester, New Hampshire, this airport is only about a 30- to 35-minute drive to the Exeter campus. The Manchester airport, also known as the Manchester-Boston Regional Airport, is a good alternative to Boston Logan International Airport. It is small, so it is very easy to find your way around. The Academy schedules a bus to and from Manchester at major breaks and the close of

school. The bus schedule can be found on the **Parent Portal** located under the left menu item “Life on Campus” at the Transportation Information link or on the **Parent Portal** landing page under Useful Links for Parents>On Campus>Transportation.

You can also arrange private transportation between our campus and the airport. Detailed information can be found in the **Transportation in the Exeter area** section of *The E Book*.

#### **WHAT IF THE AIRLINE REQUIRES THAT A DESIGNATED ADULT MEET YOUNG PASSENGERS?**

Some airlines do require that travelers as old as 14 be accompanied by an adult when they check in and that they be met by a designated adult at the point of arrival. This creates a challenge for some of the families of our younger students. We offer transportation and chaperones to assist unaccompanied minors. Please let your child know if unaccompanied minor assistance is needed for specific flights. When making an online reservation for a seat on an Academy bus to the airport, your child will be asked whether unaccompanied minor assistance is required. If that is the case, the transportation coordinator will assign a chaperone. For more information about these services, please contact Daisy Jobarteth, transportation coordinator, at [transportation@exeter.edu](mailto:transportation@exeter.edu) or at 603-777-3494.

#### **WHERE CAN I FIND OUT ABOUT ACADEMY VACATION BUSES TO CONNECTICUT AND NEW YORK CITY?**

Complete transportation information for the school year is available on the **Parent Portal** by clicking on the Transportation Information link under “**Life on Campus**” or on the Parent Portal landing page under Useful Links for Parents>On Campus>Transportation. This information is also available for students on ExeterConnect>Campus Life>Transportation.

#### **IF I CAN'T FIND A CONVENIENTLY SCHEDULED FLIGHT, CAN MY CHILD ARRIVE LATE WHEN RETURNING TO SCHOOL FROM VACATION OR DEPART SCHOOL EARLY FOR A VACATION?**

We depend on the presence of every student during class time to provide the best learning experience for all. The same is true in the dormitory. In order to maintain the integrity of all of our classes, we require that students arrive on time for the start of each term and stay through the last appointment on the last day. Therefore, you should arrange your child’s travel schedule so that all required appointments during the school term can be attended. Students who are absent may be held accountable through our disciplinary system.

If you encounter any extraordinary circumstances in making these plans and your child might need to be excused from classes, your child can petition the deans for permission to be absent. Such permissions are not granted automatically, but rather are considered on a case-by-case basis. We ask that students submit such petitions at least seven days prior to the event in question. For practicality’s sake, students should submit petitions as soon as they become aware of a need and prior to committing to any travel reservations.

#### **WHERE IN THE EXETER AREA CAN MY CHILD GO TO COMPLETE A U.S. PASSPORT APPLICATION?**

The United States Post Office on Front Street has a passport service. Applications can be picked up and completed there. Applications can also be obtained online at <https://travel.state.gov/content/travel/en/passports.html>.

# FINANCIAL CONCERNS

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## **WHAT ADDITIONAL EXPENSES CAN WE EXPECT DURING A YEAR AT EXETER?**

You can anticipate your child will need to purchase textbooks and school supplies (students spend approximately \$900 per year on these items) and pay for transportation expenses when traveling to and from school. Students may also wish to have money for takeout treats or a meal at a local restaurant; outings to the mall, the movies, the theater, or Boston; a ski trip; athletic equipment; clothing; computer software or games; health and beauty aids; over-the-counter or prescription medications; room furnishings, etc.

## **HOW MUCH SPENDING MONEY SHOULD MY CHILD BRING FOR A YEAR?**

Personal expenses vary a great deal. Some students eat every meal in the dining halls, while others order takeout several times per week. Some require a few clothing items, while others desire many more. You and your child should discuss what you can afford and what you think is an adequate amount for spending money. Students should have some source of emergency funds, whether that is access to an ATM card, a credit card or a checking account for which the student has signatory rights. The most convenient way for students to obtain cash is with an ATM card. There are two ATMs on campus. One is located next to Elizabeth Phillips Academy Center on the side of Jeremiah Smith Hall and one is on the first floor of Elizabeth Phillips Academy Center near the mailroom window. As is common with ATMs, there is a \$2.50 charge for each transaction in addition to any fees charged by your bank.

## **ARE THERE LOW- OR NO-COST ACTIVITIES AVAILABLE ON CAMPUS?**

Yes. Students can attend club meetings and events, athletic contests, professional and student concerts, or art shows free of charge. And of course they can play Frisbee, peruse the library's holdings, or utilize the athletic facilities, in addition to many other activities. Our student activities staff works with student groups to plan a variety of events on campus: weekly movies, concerts, dances, games, lecture, etc., that are usually offered at no additional charge.

Student activities (and some clubs) also offer opportunities to go skiing, see a play in Boston, attend a concert in Portsmouth, and enjoy similar excursions. These events typically require students to pay a fee. If students would like to participate in such events but do not have sufficient funds to do so, they should discuss

this with the Student Activities Office staff, as there is often financial aid available. We do not want to see financial need prevent students from participating in special events.

## **CAN STUDENTS SAVE MONEY ON TEXTBOOKS?**

Absolutely. Used books are available at the Exeter Bookstore as well as from other students. The Exeter Bookstore also has a book rental program, which represents a substantial savings compared to the purchase of new books. The Financial Aid Office maintains a lending library on the second floor of the Davis Center. Financial aid recipients are encouraged to use this resource as much as possible. With some experience and some planning, students learn how to save money on books.

## **WHAT IS MY CHILD'S RESPONSIBILITY REGARDING ATHLETIC EQUIPMENT?**

Typically, the Academy provides athletes' uniforms and any safety equipment such as helmets, pads, etc. Students are responsible for providing any footwear, sticks, clubs, rackets, bicycles, or other equipment. If financial aid students anticipate difficulty meeting such expenses, they should discuss this matter with the director of financial aid. We do not want to see financial need stand between students and participation in the athletic program.

## **HOW DOES MY SON OR DAUGHTER PURCHASE ITEMS ON CAMPUS?**

The Lion Card, which serves as the student's PEA identification card and dorm access card, also functions as a debit card. Once funds are added to the student's Lion Card account, Lion Cards can be used for on-campus purchases at the bookstore, student events, the Grill, and much more. With the Lion Card, students do not need to carry cash for on-campus purchases. Funds may be added to the card using our secure electronic billing and payment system. Funds can also be put on the Lion Card using the Cash to Card machine located in the Elizabeth Phillips Academy Center. The machine takes either cash or credit cards and allows students immediate access to the newly deposited funds. Check and wire transfers are also accepted, but please note that in those cases it may take several days for a credit to appear on your child's Lion Card account. Major credit cards are also accepted for purchases in the Grill and in student activities.

## **HOW CAN WE SET UP A BANK ACCOUNT IN TOWN?**

If your child is younger than 18 years of age, banks may require that a parent or guardian accompany the student when opening a checking account or requesting an ATM (automatic teller machine) card. A Social Security number is necessary to open a checking or savings account, regardless of age. You may want to search the internet for banks in the Exeter area and contact them to determine their requirements for opening an account. Local bank reps are on campus during registration day for your convenience.

## **CAN MY STUDENT OBTAIN CASH ON CAMPUS?**

The most convenient way for students to obtain cash is with an ATM card. A checking account for students is encouraged, either at a bank of your choosing at home or in Exeter. Our ATMs are located next to Elizabeth Phillips Academy Center on the side of Jeremiah Smith Hall or on the first floor of Elizabeth Phillips Academy Center near the mailroom window.

Some parents/guardians choose to obtain a check-cashing card for their children through one of the local supermarkets, so they can cash checks or pay for food with a check. The Academy provides free bus transportation to a local Walmart Super Center on Wednesday evenings and to a local supermarket and a nearby large mall/movie complex on Saturday evenings.

## **CAN MY CHILD GET A JOB ON OR OFF CAMPUS?**

Many students take a job in one of the many offices on campus as a way to earn extra spending money and develop important job-related skills. Students are allowed to work a maximum of six hours per week and need not be receiving financial aid in order to qualify. Students who are interested in working on campus should approach the Human Resources Office to determine which departments have openings. If a student is interested in working in a particular office, the student should approach the head of that department. Students working on campus will need a Social Security card/number prior to beginning a campus job.

Occasionally, students do find employment off campus. However, students usually find it difficult to meet the responsibilities and schedules of such jobs while attending classes and keeping up with academic, athletic and extracurricular responsibilities.

## **CAN MY CHILD OBTAIN A WORK PERMIT FOR A SUMMER JOB THROUGH PHILLIPS EXETER ACADEMY?**

Students employed within the state of New Hampshire can obtain work permits from the human resources office. Students who will be employed in another state should contact the public high school in their area to obtain a work permit.

# **COLLEGE COUNSELING**

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## **AT WHAT POINT SHOULD WE BEGIN TO THINK ABOUT THE COLLEGE APPLICATION PROCESS?**

The college application and decision process is important, but not so important that it needs to begin in the ninth grade. It's usually not helpful to put too much pressure on a student about college early on; as a matter of fact, doing so can be counterproductive. Curriculum planning, of course, begins early in a student's high school career. During the first couple of years, students should focus on choosing a broad and rigorous curriculum, doing their best work while pursuing their curricular and extracurricular interests with passion. Students can turn to their advisers for assistance in course selection, and for additional insight, students can peruse *The College Counseling Guidebook*, available on ExeterConnect. Furthermore, the College Counseling Office conducts a fall meeting for preps and lowers, providing helpful guidance for the first two years at Exeter. For parents/guardians, the College Counseling Office provides specific programming (by class) during Family Weekend.

Starting in the ninth grade, the college counseling process begins with "directional" programming. Through meetings and tasks, both ninth- and 10th-graders are encouraged to find the joy in their learning and build relationships within the community. As a result, they will achieve and make the most of Academy opportunities. During the summer before 11th grade, the college admissions process begins with access to Naviance Family Connection (an online college research and application processing tool) and standardized testing support. In the fall, uppers are invited to college fairs that are held on campus, which gives them an opportunity to begin the college research process. College counselor assignments are made in December and students will meet with their college counselors during the winter term. At this time, upper parents/guardians are invited to College Admissions Weekend, a two-day event introducing them to the college admissions process and current admission trends. Supplementing the weekend, *The College Counseling Guidebook* gives students and parents/guardians

valuable information that will help them throughout the process. *The College Counseling Guidebook* is available for students on ExeterConnect and for parents/guardians on the Parent Portal.

We are aware that some families are interested in thinking about the college application process earlier. We support that choice. However, we do caution you to be careful about this. Most students are not ready to do much thinking about college choices earlier than the upper year (many uppers aren't quite ready yet either, but our process eases them into it). If you begin these conversations too early, it can put too much pressure on a student who does not yet have the tools to make these decisions.

### **DOES EXETER RECOMMEND PREPARING FOR STANDARDIZED TESTING?**

We recommend that all students be prepared for standardized testing. The best preparation is found in the day-to-day work all students should be doing in their courses. However, standardized testing does bring its own challenges and students may need some extra preparation for this type of testing. Whether a student chooses to take practice tests, or to enroll in a specialized course, it is important to discuss what is in the student's best interest.

The Academy provides a free online standardized testing prep service through Academic Approach. Beginning in the summer of 11th grade, uppers and seniors have access to Academic Approach's ACT and SAT I testing material. No other standardized test preparation program or service is endorsed at this time. The Academy permits private tutoring only through Academic Approach. Additionally, several free resources are available on the ACT website <http://www.actstudent.org> and the College Board website <http://www.collegeboard.com/sat>, as well as in the PEA library. We suggest that students find a program that will reasonably fit into their schedules, using vacation periods and/or the summer before their senior year. To read more about standardized testing, please read *The College Counseling Guidebook* (on the Parent Portal and on Exeter Connect for students).

### **WHERE HAVE EXETER STUDENTS GONE TO COLLEGE IN RECENT YEARS?**

Exeter is proud of its history of helping students choose colleges appropriate to their interests. A list of the institutions chosen by our recent alumni can be found on our college profile located at: [https://www.exeter.edu/sites/default/files/documents/college\\_matriculation.pdf](https://www.exeter.edu/sites/default/files/documents/college_matriculation.pdf).

### **WHAT ABOUT COLLEGE FINANCIAL AID?**

Schools vary on how they determine financial aid packages. Many parents/guardians have been surprised to learn that some colleges and universities are not as generous with aid as Phillips Exeter Academy. Parents/guardians are strongly encouraged to review the information about financial aid found in *The College Counseling Guidebook*. Parents/guardians should take the time to determine their financial eligibility by completing a means test and planning accordingly. Using the "calculator" on [www.finaid.org](http://www.finaid.org), you can approximate your Estimated Family Contribution, which is an essential component of any college financial aid award. We also recommend using the Net Price Calculator (NPC) at a particular college or university to determine the estimated financial aid package at that institution. Another helpful site is the Project on Student Debt, at <http://projectonstudentdebt.org>. This site allows you to see the net cost of attending a college with a "no loan" or "low loan" financial aid policy. It is important that families consider this matter early in the college counseling process so that students can make informed decisions about which schools they can afford to attend.

### **WHAT WILL BE DIFFERENT FOR MY CHILD AT COLLEGE THAT I SHOULD PREPARE MYSELF FOR?**

Although the Exeter experience teaches students a great deal about learning, managing one's time, independence, personal care, interpersonal relationships, money management, household chores, teamwork, community living, decision-making and integrity, our graduating seniors will most likely encounter some additional challenges at college. Whether they find the academic work more or less challenging, are faced with alcohol or other drug use on campus, have to juggle employment with their studies, need to live with two other people in a room smaller than that senior-year single(!), or have to adjust to city living, students will have the opportunity to build on all they have learned here and at home. But the biggest change that first-year college students face — and one that parents/guardians may need to prepare themselves for — is the fact that they have more freedom: freedom to determine what time to return to a dorm, freedom to determine when to study, freedom to determine who will be in their dorm rooms or apartments, freedom to determine how to spend their time, freedom to determine which classes they will take, freedom to determine whether or not to attend classes, etc.

These freedoms, of course, can be incredible gifts. Given these freedoms, students usually rise to the challenge and grow more academically, personally and socially competent. But some stumble, and the safety nets are smaller on college campuses.

Because college-age students are presumed better able to handle these challenges, there are fewer checks and balances; there are fewer people checking in on a student's progress. Most schools do not keep centralized attendance records, no one is checking them into their dorms each evening, there aren't usually rules about who can be in one's room, "study hours" don't exist, and teachers often don't know when a student has fallen behind on the coursework until it is too late. Before too long a student can get into quite a mess without anyone really knowing what is going on.

So, what can parents/guardians do to help their children to prepare themselves for these new challenges? The best thing you can do is talk to your child about these realities. Do some research about the colleges and universities your child is considering and discuss the pros and cons of each together. What kinds of support systems are available? How many students are typically in a first-year course? A fourth-year course? How does

the advising system work? Who supervises the dorm? Who is watching out for the welfare of students living in the dormitories? What is the social scene like? Does the school have a lot of reported alcohol and other drug use? What are the crime statistics for the campus and surrounding area?

After a decision is made and your child has matriculated, remember to check in from time to time. Make it clear that you are available when support is needed. Remind your child, too, that every college has adults — instructors, teaching assistants, resident advisers, counselors, coaches, tutors, deans — who are willing to help students when they stumble. Students need only to ask for help and they will find it.

## PARENT VOLUNTEER OPPORTUNITIES

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### WILL I BE ASKED TO CONTRIBUTE TO THE EXETER FUND?

We ask all parents/guardians to contribute to The Exeter Fund. It supports every aspect of your child's Exeter experience, from the classrooms and the athletic fields, to the arts, the dorms, and the dining halls. The cost of an Exeter education is almost twice what the Academy charges in tuition, and The Exeter Fund helps fill that gap every year. Exeter values participation of parents/guardians, so please give and be counted! Your gift of any amount makes a difference: [www.exeter.edu/give](http://www.exeter.edu/give).

The Parents Committee, composed of selected families from around the world, helps raise unrestricted contributions for The Exeter Fund. In addition to fundraising, these parents act as ambassadors for Exeter and represent the face of The Exeter Fund to current parents/guardians. Please let us know if you are interested in joining!

### ARE THERE OTHER WAYS FOR ME TO CONTRIBUTE TO THE LIFE OF THE SCHOOL?

- Attend Academy events when you are on campus. Whether it is a student theatrical performance, a visiting artist's concert, an athletic event, a lecture, or a poetry reading, Exeter values your participation. It means a great deal to students when they see parents/guardians on the sidelines or in the audience. Attending such events will give you another window into the life of the Academy and an opportunity to become a direct participant in the community.
- Attend Family Weekend and be sure to bring grandparents.
- Become a host family for one of our many international students. Contact Jen Smith ([jsmith1@exeter.edu](mailto:jsmith1@exeter.edu)) in the Office of Multicultural Affairs.
- Host Exeter gatherings in your home for the Admissions Office or the Institutional Advancement Office. Making connections with other Exeter families in your area brings our community together. The Parent Directory is located on the [Parent Portal](#).

- Attend Exeter events in your area! Throughout the year, you will receive electronic invitations to receptions or special excursions. These events are a great way to meet other parents/guardians, alumni and faculty and to learn more about the Academy.
- Be a spokesperson for Exeter. We want to hear about your Exeter experience! Please share your story with us — you may be featured in *The Exeter Bulletin*.

- Keep abreast of current events by viewing the “**News**,” “**Events**” and the “**Community Calendar**” sections on [www.exeter.edu](http://www.exeter.edu). You may also choose to subscribe to the school newspaper, *The Exonian*, as a means of staying in touch with campus current events: <http://theexonian.com/subscribe>.

For more information or ideas, please feel free to contact: Laura Schwartz, director of parent giving 603-777-3095 ([lschwartz@exeter.edu](mailto:lschwartz@exeter.edu)) or Ally Goddard, parent relations, 603-777-3143 ([agoddard@exeter.edu](mailto:agoddard@exeter.edu)).

## IMPORTANT PHONE NUMBERS

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The Academy’s main phone number is 603-772-4311. To call these numbers dial 603-777 + extension listed.

### ACADEMIC DEPARTMENTS

Art .....	3717
Classical Languages (department room) .....	3485
Computer Science .....	3795
English (department room) .....	3590
Health Education .....	3509
History (department room).....	3455
Mathematics (department room) .....	3556
Modern Languages (department room) .....	3592
Music .....	3453
Physical Education .....	3421
Religion (department room) .....	3451
Science .....	4313
Theater .....	3508
Dance .....	4415

### ADMINISTRATION

Accounts Receivable/Student Accounts .....	3487
Admissions .....	3437
Athletic Training Room.....	3491
Bookstore.....	3500
Campus Safety.....	4444
College Counseling Office .....	3415

Communications.....	3358
Counseling.....	3527
Dean of Faculty .....	3405
Dean of Students .....	3411
Dean of Students Fax .....	4396
Dining Services.....	3490
Directions .....	4330
Director of Studies .....	4358
E & R Laundry Customer Service .....	1-800-243-7789 x714
Financial Aid .....	3637
Global Initiatives .....	3602
Health Center .....	3420
Human Resources .....	3395
Information Technology Services.....	3693
Institutional Advancement .....	3458
Lamont Gallery.....	3461
Library .....	3426
Phillips Church .....	3586
Post Office Phone .....	3424
Post Office Fax.....	4384
Principal’s Office .....	3401
School Year Abroad .....	3602
Student Activities .....	3231
Student Transportation.....	3494

# APPENDICES

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## OTHER ACADEMY PUBLICATIONS YOU MAY FIND HELPFUL

*The E Book.* This is the official Academy handbook and is an indispensable item for students and their families. In it you will find an explanation of our academic, disciplinary, advising and administrative policies and procedures, and details about our residential life program. Students and parents/guardians should familiarize themselves with the content of this book—it is a “must read.” *The E Book* is published annually in August, and is available online at [www.exeter.edu/ebook](http://www.exeter.edu/ebook) or in the Permissions and Important Documents section of the [Parent Portal](#).

*Courses of Instruction.* Each winter, the Academy publishes the *Courses of Instruction* book for the following academic year. This book lists the courses offered the following year and explains the diploma requirements, the Academy’s academic program, and schedules. It is distributed to all students in April. The *Courses of Instruction* is available online at <https://www.exeter.edu/COI>.

*Orientation and Registration Schedule.* This guide contains the opening days’ schedules and provides valuable information for the new student and their families for the opening of school. It is available on the Parents Portal on the Exeter website in August.

*Exeter website.* Check the home page [www.exeter.edu](http://www.exeter.edu) for news, sports scores and events. Inside the website you’ll find online versions of the many publications produced by Exeter: *The E Book*, *the Parents’ Handbook*, *The Exeter Bulletin*, and more. At the top of each web page there is a link to the [Calendar](#), which provides a wealth of information about events at Exeter. You can see events in the calendar in many “views,” filtering by categories and time frames, add events to personal calendars, arrange to receive email notifications, and other useful features. Remember to check the Parent Portal to find useful links to information on the website.

*The Exeter Bulletin.* Published quarterly, *The Exeter Bulletin* is sent to all alumni, parents/guardians and friends of the Academy. It contains news about the school, alumni events, and class notes. It is also available in the News and Events section on the Exeter website: [www.exeter.edu/exeterbulletin](http://www.exeter.edu/exeterbulletin).

*College Counseling Guidebook.* Updated annually, this online book is available to all current Exeter parents/guardians. It describes what a student needs to do to negotiate a college admissions process and includes a helpful timetable for student action. This guidebook is located on the Parent Portal, under the college counseling office subheading in the red left menu box.

# LEXICON OF EXETER TERMINOLOGY AND SLANG

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## STUDENTS

**Juniors:** a.k.a. preps - grade 9.

**Lowers:** a.k.a. lower middlers - grade 10.

**Uppers:** a.k.a. upper middlers - grade 11.

**Seniors:** grade 12. We refer to postgraduates as seniors, as well.

**P.G.s:** Postgraduates: one-year students who attend Exeter for an additional year after graduating from high school. We refer to postgraduates as seniors.

## THINGS YOU’LL HEAR

**A.S.A.P.:** Academy Student Assistance Program, coordinated through dean’s office and health services to assist students in difficulty. Typically, a non-disciplinary response that involves parental notification and required meetings with a counselor, health educator, physician, or other health professionals.

**A.T.:** Adviser-teacher conference, called by dean’s office where concerns about a student in trouble are discussed.

**Advice:** Advice to Consider Withdrawing from PEA, given to students and their parents/guardians on the vote of the faculty when their academic performance at Exeter is below acceptable levels.

**Academy Life Day:** A day set aside early in the fall term to allow students and faculty to engage in some special activities in dorm, adviser/advisee, or day student groups.

**Back-up:** Refers to a dormitory duty arrangement when a student proctor does check-in, while a faculty member is present in the building and supports the proctor.

**Bubble:** A metaphorical term used to refer to our campus and a perceived insulation from news or events in the broader community or world, a.k.a. “the Exeter bubble”

**Check-in:** Students must check in with the person on duty as follows:

Preps and lowers: 8 p.m.

Uppers: 9 p.m.

Seniors: 10 p.m.

All students on community conduct/attendance action: 8 p.m.

All students not on community conduct/attendance action: 11 p.m. Saturday nights and designated Friday or Sunday nights.

**Check-out:** Students may ask to check-out to the library, music building, photo lab, computer room, observatory, peer tutoring, or appointment with faculty member.

**Community Conduct Committee:** Also known by its initials, C.C.C., a committee composed of faculty and non-voting students who convene to determine the responses to a rule violation after hearing from the student(s) involved.

**Community Restoration:** A response that can be chosen by the Community Conduct Committee for violation of a rule. This response includes an expectation the student will do some work to address the concern, serve five weeks of restrictions, and a period of review which will be at least 5 additional weeks.

**Dean’s Warning:** A response to a conduct infraction that is an official notice to the student and parents/guardians of the Academy’s concerns. Dean’s Warning may have some specific consequences attached, but a student will usually not be placed on restrictions.

**Dick:** A verb form of “dickey,” meaning both the act of a student missing a class and the act of a teacher turning in an absence slip, as in “I dicked that class,” and “I just got dicked.” We are told that the term dates back to the 1930s when Wells Kerr served as the dean of students (actually Mr. Kerr served in that position from 1930 to 1953). The students of the time viewed Mr. Kerr as being very honest and fair-minded. They made a connection between Mr. Kerr and Dickey Kerr, the one “honest” starting player employed by the White Sox during the scandalous 1919 World Series and so began calling Mr. Kerr, “Dickey.” Notes received from Mr. Kerr (which were often about attendance) were eventually referred to as “dickeys,” and the rest evolved from there.

**Dickey:** Originally an absence slip (see previous explanation) on paper; now student absences are entered, tracked and communicated electronically.

**E.P.:** See “Evening Prayer.”

**Evening Prayer (also known as E.P.):** A non-denominational service, held weekly (Friday evenings, 9:30 p.m.) in Phillips Church. Typically quiet and candlelit, this service usually involves performances by student musicians or readings from various traditions. Very popular with students, perhaps because of the inspiration found in a typical service or perhaps because underclassmen can check out of their dormitories for it.

**The E Book:** Academy rule and information handbook (available online at [www.exeter.edu/EBook](http://www.exeter.edu/EBook)).

**The Exonian:** Our student newspaper, the longest continuously published secondary school newspaper in the country.

**ExeterConnect:** Our password-protected intranet for students, faculty and staff. Used for internal communications, contact information resources and many other important Exeter community functions.

**Fac-Brat:** A term of endearment (we believe) used to refer to the sons and daughters of faculty, usually those who live on campus.

**Fac/Proc:** A regular meeting of the faculty and proctors of a dormitory. The well-being of individual students as well as general dorm issues are discussed during these gatherings.

**Fishbowl:** Windowed dining room in Wetherell Dining Hall.

**Format:** The word used to describe a block of time in our daily schedule.

**Grill:** Snack bar located on the first floor of Elizabeth Phillips Academy Center. Traditionally, Exonians omit the article “the” when referring to it, as in: “Let’s go to Grill.”

**Late-lights:** Preps and lowers who have not completed their work by 10:30 p.m. may ask faculty on duty to extend their bedtime (varies from dorm to dorm).

**Lion Card:** The Lion Card is a multipurpose identification, dorm access, library and debit account card which serves as the official ID card of Phillips Exeter Academy. The Lion Card may be used within the Academy campus for purchases once funds are added.

**Lionlinks:** Part of the Academy intranet system, Lionlinks allows students to view their grades and comments, absences, out of town permissions, and perform program evaluations to determine whether they are on track to meet graduation requirements, among other important information. Lionlinks requires authorized usernames and passwords for access.

**Long Block:** Class meeting of 1 hour and 10 minutes, each format has one of these per week, used for labs, extended classes, or testing.

**Marking Period:** The point in a term when teachers report a student’s progress in their courses, done at the midpoint and end of each term.

**Meditation:** Wednesday mornings, Phillips Church, speakers from Academy community talk for 20-25 minutes about something important to them. Attendance is not required, but many wouldn’t miss it for anything.

**Midnight Scream:** This ritual involves yelling out the nearest dormitory window at midnight on the last night of each term. Because of the impact on the community, we limit this behavior and don’t encourage it.

**Midterm Grades Reporting Period:** At the midpoint of each term, teachers submit to the dean’s office grades for all students. These grades are not final, but are meant to be progress reports. They are not sent home to parents and guardians, although they are not meant to be kept secret from them either.

**Non-Disciplinary Response (NDR):** A policy by which a student can come to an adult to discuss a student problem without disciplinary consequences. Please see the discussion of the “[Seeking Help in Nondisciplinary Situations](#)” in *The E Book* for more details.

**Out-of-Towns:** Written permission required for students to leave the Academy for a day trip out of the Exeter area or for an overnight visit in or out of the Exeter area. An Out-of-Town (OOT) must be completed if the student will miss any required appointment: check-in, classes, athletics, rehearsals, etc...

**Parent Portal:** The Exeter [Parent Portal](#) is a personalized online resource that requires individual logins and passwords for access. Information available to authorized users includes grades and comments, dorm and adviser assignments, permission forms and a parent directory. General information like handbooks, parking information, transportation information, and communications from the Office of the Dean of Students are presented on the Parent Portal. Parents and guardians also use the Parent Portal to view and pay bills, and add funds to student Lion Cards (debit accounts).

**The Path:** Exonians talk of greeting one another “on the path”—that is, greeting others (whether you know them or not) when encountering them around campus. Greeting people on the path is one of our more cherished traditions.

**PEAN:** The title of our Yearbook.

**Petition:** If students need to miss required Academy appointments (classes, sport commitments, assembly, dormitory check-in, etc.) for any reason, they should complete the Petition to the Deans form on ExeterConnect seven days in advance. The deans consider these requests during their regular meetings.

**P.O.:** The Academy Post Office. When Exonians refer to it, they omit the article “the.” For example: “Are you going to P.O.?”

**Principal’s Day:** The principal has the power to cancel classes one day each year, at his discretion. (This is usually a surprise to all and a hotly discussed matter.)

**Probation:** Community Conduct Probation. The most stringent disciplinary consequence while still remaining at the Academy is a 12-week period that includes five weeks of early check-in, a mid-point review and a final

review by the Community Conduct Committee. If students do not pass the review, they will be required to withdraw from the Academy.

**Proctors:** Students (almost always seniors) chosen to provide leadership in their community. They assist faculty to plan events, look out for the well-being of students, and offer assistance and points of connection to the students.

**Psych:** Little treats, notes of encouragement, signs, etc. given to athletes by teammates, managers, coaches, or friends on the day of a contest.

**R.A.L.:** The reporter-at-large paper required of most upper English students. The students observe the work of a person of their choice during December break. They then write a detailed, descriptive account of their experiences.

**RdR:** See “Restrictions With Review.”

**Red Bandits:** Students (usually seniors) who aim to ignite school spirit at athletic contests, particularly the Exeter/Andover contests.

**Requirement:** Requirement to Withdraw from the Academy, as the result of major rule violation, decided by the Community Conduct Committee; or as the result of poor academic performance, decided by a faculty vote.

**Reserve Block:** Every class period is designated by a letter A through H, Every class period also has a block set aside to provide additional class meeting time indicated by the letters Q, T, U, V, W, X, Y, Z. For instance, a science or math class could be A “format” and the “reserve block” would be T. To view the daily schedule during the current term, go to [www.exeter.edu/dailyschedule2019-20](http://www.exeter.edu/dailyschedule2019-20).

**Restrictions:** A consequence for some conduct infractions or attendance difficulties that requires early check-in and denies out-of-town permission for a period of two to three weeks.

**Restrictions With Review:** The consequence for regular or major community conduct action, including attendance difficulties. Involves four weeks of early check-in and no out-of-town permissions, and a review by either the Attendance Committee or the Community Conduct Committee at the end of the four weeks. Sometimes referred to as “RdR.”

**RTW:** See “Requirement.”

**Scholastic Probation:** Voted by the faculty, a student is placed on scholastic probation if there are serious concerns about a student’s academic record. Lasts at least one half of a term.

**Scholastic Warning:** Typically a first response of the faculty when a student has an unsatisfactory academic record in a given term or marking period.

**Sevens:** Early check-in (usually 7 p.m. — hence the name) for one or several nights, assigned by dorm faculty as the result of late check-in, excessive noise in dorm, poor housekeeping, etc.

**Smurfs:** A nickname for Andover students (school color is blue).

**Stricts:** See “Restrictions.”

**Study Card:** Advisers may put a study card on a student’s door, after discussing it with the student and perhaps other dorm faculty. The Study Card reminds the student and friends that the students should be in their dorm room doing homework during study hours. Students may not have visitors in their rooms during study hours when a Study Card is on their door. Students can request a Study Card from an adviser if they want some additional structure during study hours.

**Study Hours:** Those periods of the day when classes or assemblies are normally held, and after 8 p.m. every night except Saturday.

**Visitations:** Visitations in dorm rooms. You can read more about our visitations policy in *The E Book*.

*The Parents’ Handbook* is published by the Dean of Students Office.

**PHILLIPS EXETER ACADEMY**