



# EXETER SUMMER

# Student Handbook

SUMMER 2024

PHILLIPS  
EXETER  
ACADEMY

# THE STUDENT HANDBOOK

This handbook is a guide that sets the standard for what is expected of you as a Summer Exonian. You will find in these pages information about Academy life, rules and regulations, and policies. Please take the time to read this handbook carefully. You will find yourself referring to it when you have questions about issues ranging from procedures on how to request an Off-Campus Pass to laundry services.

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

If you have questions about the content of this handbook, please feel free to ask. Your teachers, your advisers, and members of the Exeter Summer Office all are here to help you.

Exeter Summer  
Phillips Exeter Academy  
20 Main Street | Exeter, NH 03833  
Tel 603.777.3488  
[summer@exeter.edu](mailto:summer@exeter.edu) | [exeter.edu/summer](https://exeter.edu/summer)

Exeter Summer reserves the right to make changes to the Student Handbook when, and as often as, needed. The information in this handbook is current as of 2/27/2024.

# TABLE OF CONTENTS

<b>STUDENT LIFE</b>	<b>5</b>
Academy Honesty/Plagiarism	5
Artificial Intelligence Policy	5
Attendance Policy	6
Banking & Money	7
Bookstore	7
College Counseling Workshops	8
Course Requirements	8
Dining Services	8
Dress Code & Packing List	9
Email	10
Grades	10
Homework	11
ID Card	11
Information Technology	11
Laundry	12
Library	12
Lion Card	12
Luggage	14
Mail	14
Media & Photography Policy	14
Medical Services	15
Off-Campus Pass Policy and Procedures	17
Phones & Web-Enabled Devices	19
Political Signs	19
Program Dates	19
Religious Services	20
Student Activities	20
Swim Test	20
Transportation	21
Visas	23
Visiting & Guests	23

# TABLE OF CONTENTS

<b>BOARDING STUDENT INFORMATION &amp; GUIDELINES</b>	<b>24</b>
Dorm Access	24
Dorm Check-In	24
Dorm Room Key	24
Food Deliveries	24
Furnishings & Equipment	24
Housing	25
Musical Instruments	26
Retiring Hours	26
Room Inspections	26
Room and Possession Searches	26
Rooming Policy	26
<b>DAY STUDENT INFORMATION &amp; GUIDELINES</b>	<b>28</b>
Day Student Regulations	28
Dorm and Advisee Meetings	29
Email	29
Motor Vehicles	29
Post Office	29
<b>DISCIPLINE PROCESS DURING THE SUMMER</b>	<b>30</b>
<b>RULES &amp; REGULATIONS</b>	<b>31</b>
Other Prohibited Activities	35
<b>OTHER POLICIES</b>	<b>37</b>
Community Conduct & Discrimination Policy	37
Acceptable Use Policy for IT	42
Internet Usage	44
Internet & Social Media Policy	44
Campus Safety, Emergency Response & Personal Safety	45
Drug Testing Policy	48
Parent/Guardian Policies & Expectations	48
New Hampshire State & Mandatory Reporting Laws	49
Sexual Misconduct Policy	52
Other Definitions	55
Sexual Intimacy	61
<b>IMPORTANT PHONE NUMBERS/EXETER SUMMER OFFICE HOURS</b>	<b>62</b>
<b>APPENDIX A: Memorandum of Understanding</b>	<b>63</b>
<b>APPENDIX B: Asbestos Response Act Survey &amp; Lead</b>	<b>69</b>

# STUDENT LIFE

## ■ ACADEMIC HONESTY/PLAGIARISM

The Academy expects academic honesty from all students of Exeter Summer. Students who have questions about plagiarism or other forms of academic dishonesty should always ask their teachers for guidance. In addition, students will find a thorough explanation of plagiarism, the academic honesty statements provided by academic departments, and tutorials about academic honesty on the Exeter Library website: <https://libguides.exeter.edu/CopyrightandPlagiarism>. In order to ensure our students are successful, we define plagiarism as follows.

### What is plagiarism?

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

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

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

Turnitin™ will be used for all assignments. Faculty members who suspect cases of academic dishonesty must report their suspicions to the Exeter Summer Dean.

## ■ ARTIFICIAL INTELLIGENCE POLICY

Harkness learning is rooted in original thought, critical thinking, discourse, questioning, wondering, reflecting, making mistakes, and changing one's opinion based on thinking by others. Artificial Intelligence (AI) tools are opening new possibilities for thinking with and against technology. We recognize that AI tools play a role in the lives of Exonians and will continue to do so into the future. It is important for students to understand the ways in which these tools can be used ethically to enhance, not replace, their own thinking and skills.

Appropriate uses of AI tools will differ by course and by department. In some departments, the use of AI and other technologies is encouraged to further one's understanding in order to bring new ideas to class. In other courses, these uses of technology and AI tools are not appropriate. *If you are considering using an AI Tool but are not sure if it is acceptable for that teacher and class, you should ask your teacher before you use the tool.*

When students utilize an AI tool such as ChatGPT, Bing, Bard, DALL-E, or other similar generative technologies, it must be (1) clearly acknowledged at the outset of the assignment; and also (2) clearly and consistently cited, wherever its ideas, writing, or other products are directly or indirectly referenced or substantively helpful in producing the submitted assignment. If AI tools are explicitly disallowed in a course, then AI tools should not be utilized for any part of the learning process or coursework.

## ■ ATTENDANCE

### Minimum Attendance Policy

Students' presence at the Harkness table is an essential component of the Exeter Summer experience. As a school, we know that students' contributions at the table are central to their learning process and the progress of the class. Students who miss classes and required meetings detract from the learning of the entire class. Therefore, Exeter Summer may require a student to withdraw from the program if they miss more than 15% of required appointments. In addition, students who have earned 5 unexcused absences in an individual class will be required to withdraw. The student and their adviser may choose to meet with the Dean of Exeter Summer to determine if there are extenuating circumstances to be considered before these actions occur.

### POLICY

1. Students are expected to meet their appointments punctually. Required appointments include classes (including SSAT and SAT prep, if enrolled), assembly, sports, music lessons (if enrolled), advisory meetings, and dorm check-in. Students who miss any required appointment receive an unexcused absence and risk disciplinary action. Students must correct with the Dean's Office any errors in reported unexcused absences within 24 hours of being notified by the Dean's Office.
2. Teachers are required to report all absences to the Dean's Office by the end of the class. A teacher may not excuse an individual student for a nonacademic purpose for any part of a scheduled class. Lates, which are reported at each teacher's prerogative, may be counted as absences.
3. Students who are ill and unable to perform their regular school duties must report within five minutes of the beginning of the class to the Lamont Health and Wellness Center who can give excuses from school appointments. Parents/guardians of Day Students must call the Health Center at 603.777.3420 to report their child's absence.
4. Students who miss a class for any reason (excused or unexcused) will be expected to check into their dorm at 8:00pm on a school night. The student and the adviser/dorm head will be notified before 5:00pm of the day of early check-in. This early check-in will allow the student to have time to rest and make up any missed class work.

5. After a student's third unexcused absence, the student, their adviser, and their parents/guardians will be notified that the student has accrued three unexcused absences and the formal disciplinary action attending the unexcused absences will be explained. Further unexcused absences will result in elevated disciplinary action up to and including the student's being withdrawn from the program and being sent home before the end of the session.
6. In order to receive grades and comments, students are not permitted to arrive late or depart early from the Exeter Summer program and must complete the entire five (5) weeks. There are no exceptions to this policy.

### ■ BANKING AND MONEY

We discourage students from keeping large sums of money on hand and recommend that they enroll in the Academy's Lion Card program (see Lion Card section), use an automated teller machine (ATM) to obtain cash or purchase a VISA Travel Money card. There is an ATM located in the Elizabeth Phillips Academy Center near the post office. There is a fee for each ATM transaction in addition to any fees charged by your bank. There are other ATMs available at banks in Exeter within walking distance.

Additional expenses for the session, including books and supplies are approximately \$200 to \$300. The Bookstore accepts cash, Lion Cards, credit/debit cards, and checks drawn on U.S. banks; Grill (on-campus café) accepts cash, Lion Cards and credit/debit cards; and the Student Activities Office accepts Lion Cards and credit/debit cards.

### ■ BOOKSTORE

The Exeter Bookstore is managed by Barnes & Noble College. Students will find all required textbooks and supplies at the bookstore. Most methods of payment are accepted including cash, Lion Card, travelers cheques, Barnes & Noble gift cards, VISA, MasterCard, and AMEX. Students spend an average of \$200 to \$300 for course books and supplies. The Exeter Bookstore also offers students a selection of classic literature, reference books, current bestselling titles, new releases, and a wide selection of college test preparation books. The bookstore is the student's convenient one-stop-shop for Phillips Exeter Academy clothing, souvenirs, school supplies, computer accessories, prepaid phone cards, snacks, greeting cards, and dorm supplies.

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

The Exeter Bookstore will be open on Registration Day, Saturday, July 6 from 9:00am–5:00pm. Regular hours during Exeter Summer are Monday-Friday 8:30am–5:00pm and Saturday 10:00am–2:00pm. Find more information about the Bookstore at [exeter.bncollege.com](https://exeter.bncollege.com) or you may call the store at 603.777.3500.

## ■ COLLEGE COUNSELING WORKSHOPS

Three informational workshops will be offered this summer:

*College Counseling 101: The Basics*: this workshop focuses on understanding college admissions to U.S. universities: what students from 9th through 11th grade need to think about and the actions they need to take. Whether you are a high school freshman planning your curriculum or a rising senior preparing for next year's applications, this "how to" workshop can be helpful for you.

*Understanding Need- and Merit-Based Financial Aid*: this workshop will answer student questions about student loans and grants, merit scholarships based upon academic and extracurricular achievement, and how you and your family can determine your eligibility for both.

*Applying to U.S. Universities as an International Student*: this workshop builds on the first workshop, College Counseling 101: The Basics, and will address the challenges and opportunities non-US citizens face when applying to American universities. We strongly recommend international students also attend Workshop #1, to gain a basic understanding of the admissions process.

## ■ COURSE REQUIREMENTS

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

Review the course requirements in the catalogs below:

[Access Exeter Catalog](#)

[Upper School Catalog](#)

## ■ DINING SERVICES

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

The following principles should be observed:

1. China, utensils, and trays may not leave the dining hall.
2. You are responsible for cleaning up after yourself and your table upon completion of your meal or visit.
3. Backpacks must be stored in cubbies or on hooks; please use these and do not block egress by dropping backpacks at the dining hall entrance. This is a safety issue.
4. Always treat the dining hall staff with respect. If you have questions, please feel free to ask faculty and dining hall staff for assistance.

5. Please use hydration stations on campus to refill water bottles. Refilling water bottles with product from the dining hall is not allowed; this is a food safety protocol.
6. No takeout containers or paper plates may be brought into the dining hall. Please do not wrap food to go.
7. Guests are not allowed in the dining hall.

## ■ DRESS CODE AND PACKING LIST

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

General Guidelines:

- All hemlines must be at least fingertip length.
- All clothing must be clean and in good repair (not torn, frayed or cut-off).
- No strapless tops, tops with straps less than two inches wide, mesh shorts or apparel that reveals the midriff, buttocks or chest.

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

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

### **Packing List:**

- basic school supplies (pens, pencils, notebooks)
- bathing suit, beach towel
- bedding: twin XL sheets, pillow, and light blanket (see the *Laundry* section for more information on linens and laundry services)
- cell phone and/or prepaid phone card (See *Phones and Web-Enabled Device* section)
- hangers
- laundry soap, if doing your own laundry
- lightweight jacket
- pajamas, slippers, bathrobe
- raincoat or umbrella
- shoes (athletic, casual, and dress)
- shorts (See Dress Code section)
- small room fan
- socks
- sports equipment (for recreation and for sports classes)

- sweater and/or sweatshirt
- toiletries (shampoo, soap, deodorant, razors, sun block, bug repellent, calamine lotion or After Bite™)
- towels and washcloths
- under clothing

### **What NOT to Bring:**

- air conditioners
- beanbag chairs
- bicycles, rollerblades/skates, skateboards, scooters, gyro-scooters, or any other wheeled vehicle or device, with the exception of wheelchairs and ambulatory devices  
drones
- furniture
- heat producing items including: air fryers, flat irons, irons, coffee makers, electric tea-pots, corn poppers, hot plates, pressure cookers, rice cookers, toasters, electric immersion coils, high-wattage electrical appliances, halogen lamps and high intensity lamps that generate excessive heat
- lighter or vaping devices
- microwave ovens
- pets
- plants
- refrigerators
- smoking materials of any kind
- stringed lights or Christmas lights
- televisions
- valuables
- weapons, including those used for martial arts, knives, any type of firearms, stun guns, Tasers, nerf guns, or air guns of any sort, including BB guns

» Refer to *Boarding Student Information and Guidelines* for additional prohibited items.

### ■ **EMAIL**

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

### ■ **GRADES**

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

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

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

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

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

### ■ **HOMework**

Students should expect an average of one (1) hour of homework per class/per night. Thorough preparation is essential for successful participation in a Harkness class and students must be prepared to budget their time accordingly.

### ■ **ID CARD**

Each student is issued a multipurpose identification card. This card serves as dorm access card, library card, and Lion Card (see *Lion Card* section). ID cards must be worn on the provided lanyard around the student's neck at all times. Lost or damaged ID's must be replaced immediately at a fee of \$10.

### ■ **INFORMATION TECHNOLOGY**

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

Due to course assignments and homework, students **are required** to bring a computer (see *Course Requirements* section). The computer should run the latest available operating system or the one prior and have up-to-date anti-virus software installed. As a member of the Exeter community it is your responsibility to adhere to the Acceptable Use Policy for IT (see *Acceptable Use Policy for IT* section).

## ■ LAUNDRY

The Academy has partnered with E&R Laundry and Dry Cleaners (E&R) to offer our boarding students weekly linen and personal laundry services. Students who sign up for E&R's wash/dry/fold laundry service will receive a personalized laundry bag and can send in one full bag per week (any garments that can be cleaned in a washer and dryer on normal cycle). Also available from E&R are linens for rent: sheets, pillowcases, and towels.

For complete details on how to purchase any of E&R's services and to answer any questions, visit their website at [www.thecampuslaundry.com](http://www.thecampuslaundry.com). You may also call 800.243.7789 inside the U.S. or 603.627.7661 outside the U.S.

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

## ■ LIBRARY

Housed in The Class of 1945 Library is a collection unsurpassed by any other secondary school. The nine-floor building, designed by renowned architect Louis I. Kahn, opened in 1971 and has the capacity for 250,000 volumes.

Three seminar rooms on the ground and fourth floors are available for classes and meetings, as well as several Harkness tables throughout the building. There are 210 study carrels, two group study rooms, and numerous reading lounges and long tables at which students can work together. The seating capacity of the Library can accommodate nearly half the student population at the Academy. Wireless is available throughout the building and two printer/copier/scanner stations are located on the ground and first floors.

The Library staff includes librarians, an archivist, experienced associates and assistants who serve the Academy's faculty, students and school community with expertise in their field. The collections support the academic work and leisure reading of the Exeter Summer community. At present, the Library provides access to over 300,000 print and electronic volumes, 100 databases, numerous magazines, newspapers, DVDs and CDs, as well as streaming film and audio resources. In addition, some 13,000 volumes reside in The Center for Archives & Special Collections on the basement level. We welcome your questions and suggestions!

## ■ LION CARD

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

### CASH TO CARD MACHINE

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

## ONLINE

Payments are also accepted via our convenient and secure electronic billing and payment system TouchNet®.

Your TouchNet login credentials and instructions will be available to you and your parents/guardians on your student portal. **Your Lion Card account will be activated for funding in June.**

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

- Click the “Make Payment” at the top on the gray tool bar.
- Under “Current Account Balance” click on the words “Lion Card” and enter the amount you want to add in the box to the right.
- Click the “**Add**” button.
- Verify the Payment Total is correct, then click the green “Continue” button.
- Select payment method from dropdown menu. (Please be advised there is a 2.95% fee to pay with a credit card. There is no fee to pay with an electronic check.)
- Click “Continue”.
- Enter your bank or credit card information and save for future use, if desired. If paying by Electronic Check, under \*Refund Options, click the “Check here if you would like refunds to be deposited into this account.”
- Click “Continue.” After you click “Continue” you will be redirected to a confirmation page and the page with your receipt.

>>> Please set up a saved refund account (U.S. bank accounts only) which will expedite any refunds due back after the program. To set up a Refund Account in TouchNet, go to “My Profile Setup” to the far right of the screen and click on “Electronic Refunds,” then follow the steps to complete.

**Note:** Lion Card funds added will display as a negative balance, (i.e., - \$700) and will show as a \$0 balance when the funds are depleted.

## CHECK

You can add funds to a Lion Card via checks drawn on a U.S. bank. Please be aware it may take several days for a credit to appear on your student’s account when paying by check.

## INTERNATIONAL FUNDS

You can add funds to a Lion Card using an international bank account through Flywire: <https://exeter.flywire.com>

To verify funds have been received and credited, please view your online account. [Click here](#) for detailed Lion Card funding instructions. At the end of Exeter Summer, remaining balances over \$10 will be refunded to you.

**The Lion Card is not an ATM card. You do not have the ability to withdraw cash from it.** Refer to the *Banking and Money* section for ATM options.

## ■ LUGGAGE

Please mark all luggage with:

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

Such identification is especially important for students arriving by plane. It is recommended that students carry with them whatever they will need for the first night in case of airline delays or lost luggage.

Rate Liner, our shipping partner, will be on campus during the last few days of Exeter Summer for students to ship luggage home. Rate Liner accepts all major credit cards, and cash. Further details will be provided to students during Exeter Summer.

## ■ MAIL

Postal services are available for both day and boarding students during Exeter Summer. The Academy post office is located on the first floor of the Elizabeth Phillips Academy Center. Mail is received daily from the U.S. Postal Service.

All mail and packages are sorted and distributed to the appropriate PEA box numbers throughout the day. Packages are also received daily from other messenger services, such as UPS, FedEx, Amazon, etc. The post office is also an on-campus site for the purchase of stamps.

Students will be assigned a campus box number. This information will be available on the student portal. Boarding students should promptly notify parents/guardians of their PEA mailbox number. All students (boarding and day) should be in the habit of checking for mail daily. The campus mail room is open Monday – Friday, 8:00am to 3:50pm, and Saturday, 8:00am to 11:50am.

### Address mail as follows:

Student's Full Legal Name (please, do not use nicknames)  
c/o PEA Exeter Summer  
PEA Box # \_\_\_\_\_ (Example: \*PEA Box #1234)  
20 Main Street  
Exeter, NH 03833-2460  
\*Please use "PEA Box #" not "P.O. Box"

## ■ MEDIA AND PHOTOGRAPHY POLICY

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

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

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

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

Please see the **Student Media Waiver** in your enrollment contract for additional details, including instructions for informing the Academy if you do not consent to the photo and/or video use described in this policy.

## ■ MEDICAL SERVICES

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

### GENERAL MEDICAL SERVICES

In non-emergency situations, students may seek health information, advice, and treatment by calling the Lamont Health and Wellness Center to make an appointment. Students should call the main number at 603.777.3420. If you are not well enough to attend class or other Academy appointments, you will be allowed to rest at the Health Center until you are feeling better. If your condition requires the attention of the MD or PA, the nurse will either consult with the MD or PA at that time, or schedule you for the soonest available appointment.

### FEES

Healthcare provided to any student within the Lamont Health and Wellness Center is free of charge and there are no bills associated with these services. Other services, including laboratory tests, imaging/x-rays, prescriptions, specialist visits, emergency room trips and hospitalizations, are items that will be charged to your insurance plan. Treatment costs that

are not covered by private insurance plans are the responsibility of the student's parent/guardian.

### **PRESCRIPTIONS AND PSYCHOTROPIC MEDICATIONS**

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

### **ATHLETIC TRAINERS/SPORTS INJURIES**

During the summer program, certified/licensed athletic trainers are present on call during sport and PE practice times. Working under the direction of the school physician, the staff provides services for the recognition and immediate emergency treatment of orthopedic and sports-related injuries. Athletic trainers will be able to provide guidance for home exercise programs, however, long term rehabilitation and care during the summer is not possible. Prior to arrival at Exeter, students who are experiencing physical injuries that may preclude them from participating in sports should connect with the Exeter Summer office to determine proper placement in after school activities.

### **HEALTH FORMS**

Health forms are required and must be submitted by May 15, 2024. Information on how to access Medicaat (the health form portal) will be provided in mid-March. For questions about the Patient Portal, please contact the Health Center at 603.777.3420.

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

We are able to offer an International Student Injury and Sickness Plan for Exeter Summer 2024. All International students enrolled in the Exeter Summer program are eligible for coverage and will be automatically enrolled.

The cost of the International Student Insurance is \$272 for Exeter Summer 2024. The plan coverage dates are 7/6/24 - 8/8/24. Please refer to the plan summary and brochure (see links below) for more information including full benefits and exclusions.

[International Student Injury and Sickness Plan for Exeter Summer 2024 - Summary](#)

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

We regret to inform you that we remain unable to offer health insurance coverage to our domestic students at this time. Please know that this is not by choice and is completely

outside of the Academy's control. Rather, it reflects Federal and State regulatory issues that are impacting the private secondary schools overall.

We recognize that not being able to offer a domestic student health plan may be worrisome for some of our families. There are several ways in which you might be able to maximize healthcare coverage for your domestic student. Please know that any healthcare provided to any student within the Lamont Health and Wellness Center is free of charge and there are no bills associated with these services. Other services, including laboratory tests, imaging/x-rays, prescriptions, specialist visits, emergency room trips and hospitalizations, are items that will be charged to your insurance plan.

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

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

## ■ OFF-CAMPUS PASS POLICY AND PROCEDURES

Boarding students in good academic and disciplinary standing may request to leave campus for day trips on Wednesday afternoons, Saturday afternoons, and Sundays, and can request to leave campus for weekend trips (Saturday afternoon through Sunday). A request for an *Off-Campus Pass* must be submitted for each trip and each require parental/guardian permission. Students may not go beyond the immediate town proper without a trip approval from the Exeter Summer Office (ESO). Each and every time a boarding student wants to leave campus in a vehicle, a student or parent must request an *Off-Campus Pass* through Orah, our student engagement platform. Further details on this process will be provided before the session begins.

For consideration, the *Off-Campus Pass* request with all parent/guardian and host (if applicable) endorsements must be received by the ESO before 12:00pm (noon) on Tuesday for a Wednesday departure or before 12:00pm (noon) on Friday for a Saturday, Sunday, or weekend departure. Any *Off-Campus Pass* requests received after the cut-off time will not be processed.

Important details:

- A student may leave campus only after the student and parent receives ESO approval for the *Off-Campus Pass* request.
- Weekends begin after a student's last Saturday class.
- Students must be back by check-in time on the date of their return. Dorm check-in times are: Saturday: 10:30pm; and Sunday-Friday: 8:30pm

- The following dates are closed for all *Off-Campus Pass* requests: July 7, July 10, July 13, and August 7.
- Students may not go beyond the immediate town proper without an *Off-Campus Pass* request approved by the ESO.
- Academic class trips do not require parent/guardian permission or an *Off-Campus Pass* request. Occasionally a class trip may require an additional waiver; in this case the students' parent/guardian will be notified directly.
- Boarding students may not ride in a vehicle, even when accompanied by their parent/guardian, without an *Off-Campus Pass* request approved by the ESO.
- Day students do not need to request an *Off-Campus Pass* to leave campus. The exception is if a day student will miss a class on a non-pass day/time. The Day student parent must request special permission for the day student using the *Pass Requiring Dean Approval* pass.
- Note that services like Uber and Lyft are prohibited for all students under 18 by company policy. This includes hiring and/or riding in Uber, Lyft or similar ride-share programs as these programs require the rider to be 18 years of age or older. Please review Uber's policy <https://www.uber.com/legal/terms/us/> and Lyft's policy <https://www.lyft.com/terms>.

The process for an *Off-Campus Pass* request:

- The student or parent/guardian can initiate an *Off-Campus Pass* request through Orah, our student engagement platform available through an app and browser. Information on how to access Orah will be provided prior to the start of the session.
- After the proper endorsements are received, the ESO reviews the *Off-Campus Pass* request. The ESO's decision (approve or deny) is viewable on the Orah app and sent by email to the student, parent/guardian and host (if applicable).
- Students cannot leave campus without an *Off-Campus Pass* approved by the ESO.

### **Off-Campus Pass Descriptions:**

#### **Off-Campus Day Pass without a Host or Parent**

Student is requesting to leave campus for the day and will provide their own transportation without a host or parent/guardian.

- Who can submit this pass request: student or parent
- Endorsed By: parent/guardian
- Approved By: ESO

#### **Off-Campus Pass with Parent**

Student is requesting to leave campus with a parent/guardian, day or overnight.

- Who can submit this pass request: student or parent
- Endorsed By: parent/guardian
- Approved By: ESO

#### **Off-Campus Pass with Host**

Student is requesting to leave campus with a host, day or overnight.

- Who can submit this pass request: student or parent
- Endorsed By: host and parent/guardian
- Approved By: ESO

### **Pass Requiring Dean Approval (Parent Initiated Only)**

Parent is requesting special permission for the student to leave campus on a non-pass day/time.

- Who can submit this pass request: parent/guardian only
- Pass Approval By: Exeter Summer Dean

### **■ PHONES AND WEB-ENABLED DEVICES**

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

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

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

Parents/guardians may communicate with Exeter Summer personnel only (not students) via the Exeter Summer email address: [summer@exeter.edu](mailto:summer@exeter.edu) or by phone to the office 603.777.3488. Our office business hours are: 7:30am – 4:00pm on Mondays, Tuesdays, Thursdays and Fridays; 8:00am – 1:00pm on Wednesdays and 8:00am - 12:00pm on Saturdays. The office is closed on Sundays. Outside these hours, please follow instructions on our voice mail.

### **■ POLITICAL SIGNS**

Students are free to express their political opinions in and outside of class and to engage in political activities and are encouraged to do so. However, given very specific federal laws and guidelines for nonprofit institutions such as the Academy, it is important that they do so as private individuals and avoid the appearance that they are speaking or acting on behalf of the Academy in town, state, and federal political matters. Therefore, students may not display signs for candidates seeking offices outside our school.

### **■ PROGRAM DATES**

The 2024 Exeter Summer program dates are July 6 through August 8. We cannot accommodate students on campus prior to the program beginning or ending dates.

All Exeter Summer students must arrive to campus on Saturday, July 6 between 9:00am and 5:00pm for registration at the William Boyce Thompson Field House. Students depart campus on Thursday, August 8 and must be off campus by 4:00pm.

Refer to the *Transportation* section for more information regarding arrival and departure.

## ■ RELIGIOUS SERVICES

If you normally follow a religious discipline or attend services during the year, we would like you to have the opportunity to do so this summer as well. While we may not be able to provide everything you are accustomed to having in worship, we would like to encourage you to continue your practice as fully as possible. Our religion/spiritual support person and other adults will help students organize meetings as well. Students seeking a space for Shabbat services may decide to use one of the rooms in Phillips Church. Students may also decide to go to temple in nearby Portsmouth on Friday nights. No matter what your religious heritage or practice, we will help you be able to practice and get to know others as you wish.

## ■ STUDENT ACTIVITIES

The mission of the Exeter Summer Student Activities office is to provide students with educational and leisure opportunities. We strive to create a program that supplements the academic and physical education program with responsible recreation. Since students can choose to participate in excursions, Exeter Summer charges a user fee, rather than a blanket charge included in the tuition. The user fees are based on cost of admission (where applicable), the cost of transportation, and administrative expenses. We will offer a number of no cost on-campus activities throughout the summer. We will continue to enhance these activities in response to students' ideas.

### Examples of possible trips and estimated fees:

Blueberry Picking	\$10
Canobie Lake Amusement Park	\$50
Downtown Portsmouth	\$20
Hampton Beach	\$20
Mini Golf	\$20
Mt. Major Hike	\$20
Rockingham Mall	\$20
Water Country Water Park	\$50

### On-campus free events include:

- Crafts
- Dodgeball Tournament
- Exeter's Got Talent
- Flick n' Float
- Karaoke
- Outdoor Movies
- Spikeball

## ■ SWIM TEST

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

## ■ TRANSPORTATION

Exeter Summer provides free transportation from Boston Logan International (BOS) Airport (Massachusetts). Reservations for the shuttles are required. All students must provide travel information by submitting the transportation forms (on the student portal) by June 1.

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

### ARRIVAL TO EXETER

Students arrive to campus on July 6 between 9:00am and 5:00pm for registration. Exeter Summer provides free transportation to Exeter from Boston Logan International (BOS) Airport (Massachusetts) on July 6.

### BOSTON LOGAN INTERNATIONAL AIRPORT (BOS), BOSTON, MASSACHUSETTS

- Space on buses is available ONLY by reservation through completing the student transportation form.
- Buses pick up from Logan Airport Terminal C. Students arriving at terminals other than "C" should take the free MASSPORT Shuttle Bus to Terminal C with their luggage.
- If you travel to Boston by train or bus, you must get yourself to Terminal C at Boston Logan International Airport by taking a taxi or public transportation (MBTA).
- When you arrive at Terminal C, go to the lower level and to the right of the Jet Blue luggage carousels (if facing the outside of the terminal). Students should stay inside, look for Door #110 and a Dunkin' kiosk. The Exeter Summer Representatives will be near the end of this corridor in Terminal C close to the extra seating and restroom area.
- Check-in with the Exeter Summer Representatives for the trip to Exeter.

**NOTE TO PARENTS/GUARDIANS** – Due to limited seating, we cannot accommodate parents/guardians on the buses to campus with their children. Parents/guardians must make private arrangements (i.e., cabs or airport shuttles) to get to campus.

### SHUTTLES AND LIMOUSINES

Following is a list of vendors that may be able to assist with transportation services. Most will require advanced reservations. The Academy does not endorse any of these listed companies. You are responsible for any contracts you negotiate. Prices quoted are subject to change. Note: in all cases, be careful about the extra fare added for baggage and driver gratuity. Inquire beforehand!

Flight Line, Inc.  
603.893.8254  
[www.flightlineinc.com](http://www.flightlineinc.com)

Great Bay Limousine  
603.431.6490  
[www.greatbaylimo.com](http://www.greatbaylimo.com)

## AIRPORT, BUS AND TRAIN INFORMATION

### Airport:

Real-time status and conditions of U.S. airports

[www.fly.faa.gov](http://www.fly.faa.gov)

Boston Logan International Airport (BOS)

[www.massport.com/logan-airport](http://www.massport.com/logan-airport)

### Bus:

C&J Bus

800.258.7111

[www.ridecj.com](http://www.ridecj.com)

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

### Train:

Amtrak trains from South Station (Boston):

[www.amtrak.com](http://www.amtrak.com)

The local Amtrak train, The Downeaster, runs from Portland, Maine to Boston/North Station, stopping in Exeter: [www.amtrakdowneaster.com](http://www.amtrakdowneaster.com). Amtrak has a strictly enforced policy that no child under 16 may ride the train without an adult (a person over 18).

For any other travel questions, please contact the Transportation office at [transportation@exeter.edu](mailto:transportation@exeter.edu).

## DEPARTURE FROM EXETER

Thursday, August 8 - Students may depart campus between 8:00am and 4:00pm. All students must be off campus by 4:00pm.

Exeter Summer provides free transportation on Thursday, August 8 from Exeter to Boston Logan International (BOS) Airport (Massachusetts) starting at 5:30am. Students who wish to take the Exeter transportation must have flights leaving no earlier than 9:00am (domestic or international).

Buses will leave Exeter for Logan airport beginning at 5:30am, which will allow plenty of time for students to make their flights. **Transportation for international flights that may require an earlier departure will be addressed on a case-by-case basis.**

## BOSTON LOGAN INTERNATIONAL AIRPORT (BOS), BOSTON, MASSACHUSETTS on Thursday, August 8 (flights 9:00am or later)

- Transportation to Boston Logan International (BOS) Airport (Massachusetts) will be provided dropping students at Terminal C.
- Students departing at terminals other than "C" should take the free MASSPORT Shuttle Bus to their departure terminal.

## UNACCOMPANIED MINORS POLICY

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

**IMPORTANT: Exeter Summer does not provide unaccompanied minor service. Parents/guardians must check with the airline(s) to see if the airline requires an unaccompanied minor chaperone before purchasing tickets.**

The following companies may be able to provide unaccompanied minor chaperone service at Boston Logan International Airport. The Academy does not endorse any of the listed companies. Parents/guardians are responsible for any contracts negotiated. Reservations for this service should be made well in advance of the student's arrival to Exeter.

Boston Greeter Services

781.864.2995

<http://www.bostongreeterservices.com/>

Concierge Support Services

617.523.8686

<https://www.bostoncss.com/>

First Light Limo

603.681.9110

<https://firstlightlimo.com/>

Great Bay Limousine Service

603.431.6490

<https://greatbaylimo.com/>

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

## ■ VISAS

Based on the U.S. State Department rules and regulations, the appropriate status for travel to our program is "Visitor" not "Student". Refer to the U.S. Visa website <https://travel.state.gov/content/travel.html> "Get U.S. Visas" link to use the "Visa Wizard" tool to determine if you are eligible for the Visa Waiver Program. If you are not eligible for the Visa Waiver Program, you will be required to apply for a Visitor Visa at a U.S. consulate in your country. Exeter Summer's enrichment courses are not for credit and are not leading towards a degree or academic certificate.

## ■ VISITING AND GUESTS

The Academy does not house visitors in dorms nor provide meals. Local area lodging information is available at the Exeter Chamber of Commerce website [www.exeterarea.org](http://www.exeterarea.org).

# BOARDING STUDENTS INFORMATION AND GUIDELINES

## ■ DORM ACCESS

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

## ■ DORM CHECK-IN

All Upper School and Access Exeter students must check into their dorms each evening by the times designated below:

- Sunday-Friday 8:30pm
- Saturday 10:30pm

## ■ DORM ROOM KEY

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

## ■ FOOD DELIVERIES

Students may order food to be delivered to their dorm during the day and during evening study hours, but all deliveries must be completed by 9:30pm Sunday through Friday, and by 10:30pm on Saturday. When placing their orders, students must provide an accurate address and direct deliveries to be left outside the door authorized by dorm faculty. If a student has already checked in, they must receive faculty permission to retrieve their delivery.

## ■ FURNISHINGS AND EQUIPMENT

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

The following items are NOT permitted in student rooms:

- upholstered furniture
- mercury thermometers
- refrigerators
- computer, gaming or television screens larger than 32 inches
- plants
- trees
- stringed lights or Christmas lights
- pets
- candles, incense, and other open-flame devices

Appliances with powered heating elements are prohibited in student rooms, this includes but is not limited to:

- personal space heaters
- flat irons
- coffee makers
- electric teapots
- corn poppers
- hot plates
- toasters
- air fryers
- pressure cookers
- rice cookers
- electric immersion coils
- high-wattage electrical appliances
- halogen lamps, high-intensity lamps, and spotlights in which the bulb is tightly enclosed. Bulbs in student lamps may not exceed a 60-watt rating.
- Paper and flammable plastic lamp shades

In addition, 3D printers, soldering pens, sous vide cookers and other devices with exposed heating elements are prohibited in all dormitory locations including student rooms, common rooms, and basement areas.

Students should not place laundry bags on stairways or in any other way impede stairways.

The Academy reserves the right to remove from student rooms any furnishings deemed by Campus Safety to be unduly flammable or by a dormitory faculty to be otherwise unsafe.

**The Academy disclaims any responsibility for personal property of students. By the enrollment of a student at the Academy, parents/guardians agree to hold the Academy free from claims for any loss or damage whatsoever to personal property of any student.**

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

## ■ HOUSING

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

## ■ MUSICAL INSTRUMENTS

In addition to music practice rooms in the music building, some dormitories have music practice rooms where students can play various instruments. Outside of study hours and sleeping hours, students may play acoustic instruments in dorm common spaces or in their rooms. As a courtesy, students should inform their neighbors and others using common spaces at these times. Unless sound can be played through headphones, no amplified instruments can be played in the dormitories. Music may not be played out of dormitory windows.

## ■ RETIRING HOURS

All Students should be in their own rooms after 10:30pm on Sunday through Friday and 11:30pm on Saturday (exceptions may be made only by dorm heads).

- Upper School students should be free to control their own bedtime hour as long as they show good judgment. The faculty on duty has the responsibility and authority to address abuses and to make exceptions on an individual basis.
- Retiring hour rules for Saturday nights are made by the faculty in the various dormitories.

## ■ ROOM INSPECTIONS

Academy employees, including dormitory faculty and Campus Safety staff members, may enter student rooms for inspection, for health and safety purposes, and for disciplinary reasons. Such entry does not in and of itself constitute a room search. Investigation of a room's contents beyond simple entry and observation is considered a room search, for which the approval of the Exeter Summer Dean is required.

## ■ ROOM AND POSSESSION SEARCHES

The Academy is committed to creating a safe environment on campus for all members of the community. For this reason, there may be times when a search of a student's room or possessions may be warranted. A faculty or staff member who has reason to suspect, or has knowledge of physical or other potential harm should present their concerns to the Exeter Summer Dean, who will decide whether a search should be made. When a search is undertaken, at least one Exeter Summer Dean and a member of Campus Safety must be present. An effort is also made to include the student whose room or possessions are being searched, as well as a faculty resident of the dorm, in the event of a room search. A search of a student's possessions, when warranted, may include such items as backpacks and electronic devices, including but not limited to cell phones, tablets and computers. If a controlled drug is located during a room search or discovered in any other fashion on campus, the Academy is required to notify the police (see *Safe School Zones Act* reporting laws).

## ■ ROOMING POLICY

We firmly believe that making new friends and getting along with all types of people are essential parts of the boarding school experience, and we will not honor requests for specific

roommates. Friends or relatives will not be housed together. Requests for a specific room or dorm must be made in writing to [summer@exeter.edu](mailto:summer@exeter.edu) and received before April 15. Students will learn their dorm, dorm room, and roommates on Registration Day. Please do not call the Exeter Summer Office beforehand to inquire about this information.

# DAY STUDENT INFORMATION AND GUIDELINES

Day students make up about 15 percent of the student population and are very much a part of the everyday life of Exeter Summer no matter if you are taking one or three classes. They, like all students, are equal participants in the classroom and extracurricular endeavors. The aim of our rules governing day students is to enable them to share in as much of the boarding experience as possible while recognizing their status as students who live at home. Each day student is assigned to a dorm as a day student affiliate, and they are full members of that dorm.

## ■ DAY STUDENT REGULATIONS

1. When at home, day students are under the supervision of their parents/guardians. Day students are expected to be off campus by dorm check-in time:  
Sunday-Friday 8:30pm and Saturday 10:30pm.
2. Day students may stay in the dorm after check-in and before lights out with permission of the dorm faculty on duty for special occasions such as group study or a dorm event.
3. Day students are assigned faculty advisers and are affiliated with a dorm.
4. The Academy's interest in the conduct of students away from campus is the same as it is in their conduct on campus. The Academy may hold students accountable for their off-campus conduct in appropriate ways, including a disciplinary response.
5. Some Upper School day students are licensed drivers and use a family car for commuting between home and campus (see *Motor Vehicles* section below for rules governing day student use of cars).
6. Students who are children of faculty and staff members are regarded as day students living off campus.
7. If a day student is out sick, the student's parents/guardians must call Health Services at 603.777.3420 by 8:00am on the day of the absence.
8. Day students are required to meet all Academy appointments.
9. If you live nearby, you may ride a bike to campus but you may not use your bike throughout the day on campus once you arrive. Bikes must remain locked up at one of the bike racks outside the Academy Center. Riding your bike during the day is considered a major violation of Exeter Summer rules.
10. Day students are not allowed to drive boarding students anywhere under any circumstances. Transporting any other student is considered a major violation of Exeter Summer rules.

## ■ DORM AND ADVISEE MEETINGS

All day students are required to be at the opening dorm and advisee group meetings on Saturday, July 6 and Sunday, July 7. You are also required to be with your dorm during Exeter Summer Life Day on Wednesday, July 10 and Field Day on Saturday, July 13. Attendance is also required for the weekly advisee meetings held on Fridays at 10:30am. We encourage day students to foster relationships with others in their dorm communities by participating in dorm activities, attending dorm meetings, and spending time in their dorms throughout the session.

## ■ EMAIL

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

## ■ MOTOR VEHICLES

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

- » **Approved Student Parking Areas:** Student vehicles may be parked on public streets (following town parking rules) including Tan Lane, the Water Street parking lot, behind the Facilities building off of Chadwick Lane or in the parking garage under the Thompson Field House. All other parking lots are reserved for faculty, staff, and visitors
- » **Non-Approved Student Parking Areas:** Students may not use the parking lots reserved for faculty and staff next to dormitories, Jeremiah Smith Hall, Nathaniel Gilman House, the Tan Lane lot, the Admissions lot, the Spring Street lot, the Davis Center lot, the Elm Street Dining Hall lot, on Abbot Lane, behind the Health Center, or any designated resident faculty or service vehicle parking spaces.

All day student vehicles parked on campus must be registered with the Campus Safety Office and a parking decal must be attached to the left rear window or bumper. Day student cars should be registered before the start of Exeter Summer.

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

## ■ POST OFFICE

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

# DISCIPLINE PROCESS DURING THE SUMMER

A violation of any fundamental rule set forth in the section “Rules and Regulations” may result in dismissal. The facts will be ascertained during an investigation conducted by the Exeter Summer Dean’s Office. As part of the investigation, the reporting faculty member and the student are asked to prepare a written narrative about the case. The student must provide a factual statement and cooperate in the discipline process; failure to do so may be cause for disciplinary action. After investigating the case, the Director of Exeter Summer and the Exeter Summer Dean will decide if the student should leave the program or receive one of the responses listed below. The Director of Exeter Summer and the Exeter Summer Dean may decide that a student needs to be withdrawn at any point in the program, even up to the very last day.

- 1. Dean’s Warning:** in situations where concerns have been raised about a student’s unsatisfactory behavior, the student meets with the Exeter Summer Dean to discuss the situation. The student’s adviser is informed and written documentation is placed in the student’s file. Parents/guardians may be notified at the discretion of the Exeter Summer Dean.
- 2. Restrictions:** in situations where there are more than simple concerns about a student’s behavior (i.e., three or more unexcused absences, lack of daily preparation for class, failure to follow faculty instructions), the Exeter Summer Dean is empowered to place the student on restrictions. Parents/guardians will be notified at the discretion of the Exeter Summer Dean. This requires the student to check-in at 8:00pm. After check-in, students must observe study hours in their own rooms and not visit in the common areas inside the dorm. In addition, the student may not be allowed to participate in extracurricular activities or Student Activity trips, nor leave town except for required academic programs.
- 3. Probation:** indicates that a student’s stay at the Academy is in jeopardy. It imposes the same limitations as Restrictions except that the duration of restrictions may be extended.

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

# RULES AND REGULATIONS

The Academy assumes that its students enter the school with a serious purpose and that conscience and good sense are a sufficient guide to behavior. Above all the Academy expects honesty from its students. Exeter Summer, with its balance of commitments to academics, extracurricular activities, sports, and dorm life, helps students develop a sense of responsibility for personal conduct and for the well-being of the larger community. To this end, the Academy encourages freedom within reasonable limitations, and enforces rules defining these limitations, which are necessary to maintain relative freedom for all.

The regulations are few and simple and are based upon common sense, courtesy, and mutual trust. Exeter Summer students are expected to meet all required appointments. In the dormitories, evening check-in hours are enforced, and after 8:00pm resident faculty maintain an atmosphere conducive to study. The possession or use of alcohol, drugs, tobacco products and vaping materials are strictly prohibited, and students are required to observe the regulations concerning how and when they may travel off campus. After check-in hours, students are required to remain in their dormitories.

Bullying, harassment, and hazing of other students are not permitted at the Academy. The overall purpose of this rule is to provide, in both a residential and day student environment, a measure of safety and civility upon which all members of the community can depend. Although specific behavior can be prohibited, a spirit of generosity and respect toward others cannot be legislated. It is a matter of experience, intentions, and intuition.

One of the goals of the Academy community is to encourage the development of good judgment and character in such matters, and students for the most part reflect these qualities. When they do not, the school must sometimes act to protect other students. When individuals or groups step over a boundary and jeopardize the well-being of other students intentionally or unintentionally, they are subject to disciplinary action. Although it is impossible to list all such activities, some examples will serve as a guide. Repeated harassment or ridicule, such as the use of an offending nickname, is always inappropriate. Disparaging remarks about racial, sexual, religious, physical or other characteristics or identities are inappropriate. Students also need to be mindful of their treatment of others in their digital communications or posting. Whether intended to be humorous, anonymous, or private, the impact on others is of the highest concern. Activities that take place as part of an unofficial rite of student-to-student initiation are also forbidden.

Examples of such activities would include raiding students at night, using coercion or physical force against a student, blindfolding or covering another's eyes as part of such events, vandalizing or trashing a room, an organized "silent treatment," or requiring menial labor of other students. Such treatment is forbidden at any meeting of a dorm, team, or other group, or within any part of their work or communications including posts on social media or on group texts. Students must obtain permission from a faculty member before holding a dorm, team, or group meeting, or establishing group social media sites or groups.

When in doubt, students should always ask a faculty member for assistance in determining whether a particular activity is permitted.

Private chat groups are actually never “private.” Chat group members can make their content public at any time. Students are liable for what can be reasonably construed as threats, bullying, hazing or harassment in such posts.

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

1. Hazing, as defined by New Hampshire law (RSA 631:7), includes any act directed toward a student, or any coercion or intimidation of a student to act or to participate in an act, when such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and such act is a condition of initiation into, admission into, continued membership in or association with any organization. Please note that New Hampshire law requires hazing incidents to be reported to local law enforcement. Students who participate in, witness or are victims of hazing are mandated to make a report as are all employees of the Academy, should they have knowledge of a hazing incident. A report should be made to the Exeter Summer Dean, Campus Safety or directly to the police. Any reports received by the Exeter Summer Dean or Campus Safety will be reported to the police.
2. Bullying refers to a single significant incident or a pattern of incidents involving written, verbal or electronic communications, or physical acts or gestures, or any combination thereof, directed by one or more students at another student, when such incidents physically harm a student or damage the student’s property, cause emotional distress to a student, interfere with a student’s educational opportunity, create a hostile educational environment, or substantially disrupt the operation of the school. Bullying typically involves a real or perceived imbalance of power based on a student’s actual or perceived personal characteristics, behaviors or beliefs, or motivated by the student’s association with another person and based on the other person’s characteristics, behaviors or beliefs. Also prohibited in this policy is cyberbullying, a form of bullying that is conducted through phones, computers, email, instant messaging, text messaging, social media and other electronic media.
3. Harassment refers to unwelcome conduct or behavior that is personally offensive or threatening and that has the effect of impairing morale, interfering with a student’s educational performance, or creating an intimidating, hostile or offensive educational environment. Harassment is defined in the *Community Conduct and Discrimination Policy*.

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

4. Sexual Misconduct is defined in the *Sexual Misconduct Policy*.
5. Dishonest acts of any kind, including including academic dishonesty, plagiarism or the unauthorized removal of library materials.
6. The purchase, possession, use, or distribution of:
  - a. any illicit or illegal drug, including marijuana, Marinol, and all other forms of cannabinoids or their derivatives,
  - b. any prescription drug in a manner not consistent with the instructions of the prescribing physician,
  - c. legal over-the-counter drugs, or "homemade" preparations or remedies for purposes other than legitimate medical treatment,
  - d. prescription or over-the-counter pharmaceuticals in a form that would not normally be purchased, or
  - e. possession of paraphernalia that are customarily used for illegal drug use or drug abuse will be considered a violation of this rule.
7. Leaving Exeter vicinity without permission. This includes hiring and/or riding in Uber, Lyft or similar rideshare programs that require the rider to be 18 years of age or older. Please review Uber's policy <https://www.uber.com/legal/terms/us/> and Lyft's policy <https://www.lyft.com/terms>.
8. Absence from the dormitory without permission after reporting hours at night.
9. Purchasing, possessing, drinking, or being under the influence of alcoholic beverages, or the possession of empty alcoholic beverage containers.
10. Gambling for money or anything of monetary value.
11. Unauthorized visiting by any student to the room of another student.
12. Actions that create a fire hazard; this includes smoking (which is not permitted during Exeter Summer) or burning any material in student rooms, possessing or using firecrackers, and tampering with fire extinguishers or fire alarm systems.

13. Students are not permitted to use or have custody of any weapons, including those used for martial arts, any type of firearms, stun guns, Tasers, nerf guns, or air guns of any sort, including BB guns.
14. Throwing water balloons or shooting water guns is not allowed across or near any town streets, or in the vicinity of or in any Academy building.
15. Use of skateboards, scooters, gyro-scooters, rollerblades/skates, bicycles (with the exception of day students riding to and from campus) or any other wheeled vehicle or device, except a wheelchair or ambulatory device is prohibited.
16. Drones or unmanned aerial vehicles (UAV) of any type are prohibited.

Students who choose to remain present when alcohol, other drugs, hazing, bullying or harassment rules are being broken, may be subject to major disciplinary action. The Director of Exeter Summer or Exeter Summer Dean may also dismiss a student for violating or attempting to violate, or choosing to remain present during the violation of, any other rules and regulations of Exeter Summer. Students may also be dismissed for unsatisfactory conduct, for a generally unsatisfactory record, or for conduct injurious or dangerous to themselves, to Exeter Summer, or to others. Failure to be aware and understand the rules and regulations is not a defense. Each student is responsible for reading this Handbook and for complying with the Academy's rules and regulations.

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

Exeter Summer's interest in the conduct of students away from campus during the session is the same as it is in their conduct on campus. Exeter Summer may hold students accountable for their off-campus and online conduct in appropriate ways, including a disciplinary response. The aim of regulations governing day students is to enable them to share the boarding experience as much as possible while recognizing their status as students who live at home. The behavior of day students is governed by the rules that apply to all Academy students; day students are expected to conform, as far as practicable, to the same regulations as boarding students. Day students are under the supervision of their parents/guardians when they are home. Upper School and Access Exeter day students are expected to be off-campus by 8:30pm, Sunday through Friday, and 10:30pm on Saturdays.

In any case involving direct observation or material evidence of a violation of a fundamental rule, a faculty member must report the violation immediately to the Exeter Summer Dean's Office.

## **ALCOHOL AND DRUGS**

The Academy believes that the use of alcohol or other drugs by students interferes with healthy adolescent development. The Academy also has an obligation to abide by state and federal laws and to require its students to do the same (see *New Hampshire State and Mandatory Reporting Laws*, specifically “Controlled Drug Act” and “Drug-Free Zone” law). If a student is discovered using, purchasing, possessing, or selling alcohol or other drugs, the case will be treated as a major offense. In addition, students who choose to remain present when alcohol and other drug rules are being broken may be subject to major disciplinary action.

## **CBD PRODUCTS**

Cannabidiol (CBD) is not regulated by the FDA and has not been tested in pediatric and adolescent populations. The Academy discourages the use of CBD in any form. For more information, please consult the school’s CBD Position Statement, available at the Lamont Health and Wellness Center.

## **TOBACCO, NICOTINE AND VAPING**

Because of the health hazards accompanying the use of tobacco, nicotine, and vaping of any substances, the Academy prohibits possession and use of all nicotine and tobacco products as well as all smoking and vaping delivery systems, including but not limited to e-cigarettes and vaporizers. Students seeking to quit using tobacco or nicotine may be allowed to use nicotine patches or gum if under the care of a licensed health provider.

## **■ OTHER PROHIBITED ACTIVITIES**

Any advisor, faculty, or staff member with knowledge must report any violation of the following rules to the Exeter Summer Dean.

### **GAMBLING**

Gambling for money or anything of monetary value is prohibited.

### **FIRE SAFETY AND FLAMMABLE MATERIALS**

Given that the Academy is a residential community, and considering the inherent danger of fire in such a community, the school takes fire safety very seriously. That concern starts with student behavior, especially in the dormitories.

- No student in an Academy dormitory or other school building may have an open flame; use matches or a lighter; burn candles of any kind, including birthday candles; light incense; or use any device that produces a flame or vaping materials. (The exception to this policy is the use of open flames in the Science and Art departments under the supervision of instructors.)
- Students may not use or have in their possession hot pots, immersion heaters, fire-crackers or explosives of any kind.
- Highly flammable materials such as paint removers, lacquers, gasoline and other fuels may not be stored or used in Academy dormitories or other school buildings.

- Students should not tamper with or impede fire safety equipment. This includes the discharging of a fire extinguisher for any other purpose than fire suppression, tampering with smoke detectors, or hanging clothing or other items from room sprinklers.
- The use, possession or storage of battery-powered electric scooters, bicycles, skateboards, and hoverboards is prohibited on Phillips Exeter Academy property and in Academy buildings. These devices present safety hazards to pedestrians on campus, and the storage and charging of lithium-ion batteries in Academy buildings represent a serious hazard and they are banned from being stored in campus buildings.

Students who violate the Academy's fire safety rules will be subject to major disciplinary action. Please see additional prohibited activities regarding Academy technical resources in the *Acceptable Use Policy for IT*.

### **TECHNOLOGY**

Please see additional prohibited activities regarding Academy technical resources in the *Acceptable Use Policy for IT*.

### **WEAPONS**

Students are not permitted to use or have custody of edged weapons, firearms, or air guns of any sort, including BB guns. Possession of any toys, props, or replicas that could be confused with actual weapons is also prohibited.

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

### **FALSE IDENTIFICATION**

The purchase, possession, production, distribution, or use of false identification is prohibited.

# OTHER POLICIES

## ■ COMMUNITY CONDUCT AND DISCRIMINATION POLICY COMMITMENT AND EXPECTATIONS

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

The Academy expects all students, employees and members of the school community to conduct themselves in an appropriate and professional manner, with respect for the personal dignity of fellow students, employees and visitors. It is the responsibility of each member of our school community to demonstrate a basic generosity of spirit devoid of any expression of bigotry. Students, employees and visitors come to Phillips Exeter Academy from many different backgrounds and cultures, including different races, religions, sexual orientations and ethnic ancestries. The Academy encourages its members to seek to understand the differences and similarities among us and to appreciate the richness that such diversity provides to an educational community. Respect and understanding of the differences among people are important dimensions of education that continue throughout a lifetime. Harassment of any member of the school community by any other member of the school community or by vendors, visitors or other third parties will not be tolerated.

The Academy will not tolerate unlawful discrimination, harassment or any kind of retaliation, whether intended or not. Any student with a concern about harassment, discrimination or retaliation should follow the procedures set forth under “Options for Responding if You Believe You Have Been Harassed, Discriminated against or the Object of Retaliation.” The Academy’s *Sexual Misconduct Policy* applies to cases involving sexual harassment.

### DEFINITIONS

**Unlawful discrimination** refers to the denial of equal employment or educational opportunities based upon an individual’s “legally protected status” (as defined below). The Academy is also committed to providing reasonable accommodations for qualified individuals with known disabilities in accordance with the Americans with Disabilities Act and applicable state law.

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

**Unlawful harassment** refers to conduct or behavior, whether verbal, physical, written or visual that denigrates or shows hostility or aversion toward an individual because of the

individual's legally protected status, and that has the purpose or effect of creating an intimidating, hostile or offensive working or educational environment, or has the purpose or effect of unreasonably interfering with an individual's work or education performance.

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

### **Sexual Harassment**

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

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

- sexual gossip or personal comments of a sexual nature;
- sexually suggestive or foul language;
- sexual jokes;
- whistling or catcalling;
- spreading rumors or lies of a sexual nature about someone;
- demanding sexual favors;
- forcing sexual activity by threat of punishment or offer of employment or educational reward;
- obscene or sexually suggestive graffiti;
- displaying, storing, or sending of pornographic pictures or objects;
- offensive touching, pinching, grabbing, kissing or hugging;
- restraining someone's movement in a sexual way;
- repeatedly asking another employee or student to socialize or for a date after the em-

- ployee or student has said no; or
- hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity, and/or the status of being transgender, such as: interfering with, destroying or damaging an individual's workstation, tools or equipment, or otherwise interfering with the individual's ability for work or educational performance.

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

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

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

### **Religious Harassment**

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

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

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

### **Disability Harassment**

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

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

Phillips Exeter Academy seeks to achieve, through education, communication and mediation, a welcoming and respectful work and school environment free of hostility, intimidation, harassment, sexual harassment and discrimination. A student, employee or other

individual who has concerns should follow the guidelines described below. The Academy's *Sexual Misconduct Policy* applies in cases of sexual harassment.

**Seeking Advice.** Students may consult their adviser, dorm head, or any member of the Exeter Summer Dean's Office for advice. If you believe that the person's behavior may violate the law, you may report the matter directly to the police. Please be aware that the Academy is obligated to report certain misconduct that comes to its attention to the police and/or the Division for Children, Youth and Families (DCYF) (see *New Hampshire State and Mandatory Reporting Laws*).

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

**A Formal Complaint.** If the assistance of a mediator does not resolve the problem or was not pursued, you may also initiate a formal complaint about the incident. Students should report a complaint, preferably in writing, to their adviser, dorm head or a member of the Exeter Summer Deans' Office. If you believe that the person's behavior may violate the law, you may also report the matter directly to the police.

#### **WHAT THE ACADEMY WILL DO IF IT LEARNS OF POSSIBLE HARASSMENT, DISCRIMINATION, OR RETALIATION**

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

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

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

Violations of this policy by and among students will be handled consistent with the student discipline process (see *Discipline Process During the Summer*). If sexual misconduct is involved, the Academy's *Sexual Misconduct Policy* applies.

### **Protection against retaliation or misuse of power**

The Academy also strictly prohibits retaliation against any member of the Academy community in connection with any good-faith report of sexual or other unlawful harassment. Retaliation is a very serious violation of this policy. Violations of this policy should be reported immediately to the Exeter Summer Dean's Office. Retaliation against any individual acting in good faith in reporting violations of this policy, participating in the investigations or supporting a complaint will not be tolerated and will be subject to possible disciplinary action up to and including removal from school.

### **Discipline and Penalties**

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

- **Students:** Response may range from Dean's Discipline up to and including Requirement to Withdraw. Student violations of this policy will be handled in accordance with the *Discipline Process During the Summer*.
- **Employees:** Discipline may range from a warning up to and including termination of employment.
- **Volunteers:** Penalties may range from a warning up to and including loss of volunteer assignment or privilege.
- **Vendors:** Penalties may range from a warning up to and including loss of school business.
- **Other Individuals:** Penalties may range from a warning up to and including a denial of future access to school property or to students.

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

### **REPORTING HARASSING COMMUNICATIONS**

All members of the Academy community are expected to abide by the *Acceptable Use Policy for IT for Technology*. Any faculty member, staff or student who receives harassing communications of any kind, however, should report this immediately to the Director of Exeter Summer, Human Resources, or the Exeter Summer Dean, respectively. Any conduct that constitutes a violation of New Hampshire's Safe School Zones Act or the Child Protection Act will be reported to the police and/or DCYF.

## ■ ACCEPTABLE USE POLICY FOR IT

At Phillips Exeter Academy, we believe that technology plays a crucial role in supporting and enhancing education. Our commitment to fostering a safe, respectful, and inclusive learning environment extends to the use of Information Technology (IT) resources provided by the school. The following guidelines are designed to promote responsible and positive use of IT, ensuring the well-being and development of all members of our community.

This policy applies to all individuals who use Academy IT resources, including our network, Academy-provided Internet connection, devices, applications, data, and information developed from Academy data.

### Responsible Use of Resources

We aspire to develop responsible digital citizens who demonstrate integrity, respect, and empathy in their online interactions. We expect that students, employees and guests using Academy IT resources will:

- Use technology as a tool for learning, creativity, collaboration, and critical thinking.
- Use technology in ways that align with our values of knowledge and goodness, honesty, and inclusivity.
- Use technology for incidental, personal purposes only so long as it does not affect the performance or security of the Academy network.
  - Academy IT resources may not be used for business or political purposes unrelated to the Academy or for any illegal activity.
  - Any communication, internal or external, must clearly and accurately identify the sender unless the communication method is provided by the Academy and intended to be anonymous (such as our anonymous reporting systems or Academy-administered surveys).
- Promote a culture of digital etiquette, treating others with respect, kindness, and compassion online.
- Take care of school-owned devices and report any issues or damage to IT promptly.
- Report any instances of cyberbullying, harassment, discrimination, illegal activity or activity otherwise inconsistent with the Academy's rules and policies as defined in this Handbook and the Employee Handbook.

### Online Safety

We are committed to maintaining a safe and secure digital environment. We aim to educate and empower our community members to:

- Use strong and unique passwords, and never share them with anyone. Individuals are responsible for actions taken under their username and password.
- Use a password or security passcode on all devices and log out of or lock unattended devices.
- Report suspected phishing attacks to the IT Department using the 'Phish Alert' button in Outlook.
- Report any suspected security incidents or vulnerabilities to [spam@exeter.edu](mailto:spam@exeter.edu) or 603-777-3625.
  - If you are certain that a security incident is in progress, contact Campus Safety at 603-777-4444.

- Keep software and devices up to date with the latest security patches and antivirus software.
  - Attempting to bypass or disable any Academy security controls such as anti-virus or multifactor authentication systems is strictly prohibited.
- Use virtual private networks (VPNs) when accessing Academy resources remotely (outside of your home).

In order to protect the Academy community and Academy IT resources, individuals acknowledge that:

- The Academy reserves the right to access, view or monitor any information stored on or transmitted over the network and Academy-provided Internet connection, or on or over equipment that has been connected to the Academy's network, and it may be required by law to allow third parties to do so. The Academy will participate in any required investigation, as directed by General Counsel.
- Academy employees and Emeriti with active Academy email accounts must complete annual Cyber Security Training provided by the Academy.
- Per New Hampshire statute RSA 570-A, individuals are not permitted to make an audio or video recording of private, non-public conversations and/or meetings without the knowledge and consent of all participants subject to these recordings.

### **Data Loss Prevention**

To protect our digital infrastructure and sensitive information, we expect individuals to:

- Understand the risk and potential consequences of sharing personal information online.
- Have IT ([itservices@exeter.edu](mailto:itservices@exeter.edu)) perform a security and compliance review for any software or IT services before installing or using them for Academy business or on Academy devices, including cloud software.
- Only store personally identifiable, sensitive and/or confidential Academy data on Academy-provided devices, in Academy-managed cloud accounts or in other systems authorized by the IT Department.
- Only access Academy data which you have a legitimate business need to access. If you have access to data that you believe you should not, contact our Cyber Security team at [spam@exeter.edu](mailto:spam@exeter.edu).

The Academy reserves the right to restrict or deny access to individuals or devices to protect Academy systems, software, data, information, and other individuals from potential or actual harm.

### **Intellectual Property, Copyright and Terms of Use**

We respect the intellectual property rights of others and strive to create an atmosphere of creativity and innovation. We require our community to:

- Use digital content in compliance with copyright laws, licensing agreements and terms of service.
- Cite and reference sources appropriately when using or sharing information.
- Seek permission from copyright holders when using copyrighted material beyond fair use guidelines. For advice on fair use, contact the Academy Library.

- Adhere to software licensing agreements and avoid installing or using unauthorized applications.
- Respect intellectual property rights by properly attributing and acknowledging the work of others.

### **Incident Reporting**

All members of the community are expected to assist in the enforcement of this policy.

#### **Suspected violations of this policy should be reported immediately to:**

- The Director of Information Technology ([itservices@exeter.edu](mailto:itservices@exeter.edu))
- The Academy’s General Counsel ([privacy@exeter.edu](mailto:privacy@exeter.edu))

If you would prefer to remain anonymous, see *Anonymous Reporting* for options.

Violations of this policy may result in a variety of disciplinary or community conduct actions, which may include the loss of computer, telephone or network access privileges or dismissal for employees and requirement to withdraw for students.

Some violations may constitute criminal offenses as defined by local, state and federal laws, and the Academy may initiate or assist in the prosecution of any such violations to the full extent of the law. The Academy will report to the police any violation that falls under the New Hampshire Safe School Zones Act.

By adhering to these guidelines, we can create a positive digital environment that promotes learning, collaboration, and personal growth while protecting our community.

### **■ INTERNET USAGE**

Students and their parents/guardians should be aware that some of the material on the internet is pornographic or otherwise objectionable. The Academy cannot assume responsibility for limiting any student’s access to such material. As with other material available in print or on cable TV, parents/guardians should review their expectations with their children. On the computers students bring to campus, parents/guardians can install software such as NetNanny that limits access to sites. Individuals should be careful not to send sensitive personal information across the internet. Individuals are encouraged to bring any concerns that they have about messages they receive or materials they view online to the IT support desk, a librarian, a faculty member or a representative of Human Resources.

### **■ INTERNET AND SOCIAL MEDIA POLICY**

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

All students should manage their online privacy carefully and ensure their online activities are consistent with all Academy rules and policies, including the *Acceptable Use Policy for IT*.

Furthermore, when using social media, students should keep the following in mind:

- Information posted on social media sites can potentially be viewed by anyone and is never truly deleted. Thus, make sure to review privacy settings on social media sites and exercise care and good judgment when posting content.
- Be careful not to post personal information about yourself or other students, (e.g., addresses, birthdates or phone numbers), which can enable identity theft or put yourself and others at risk.
- Members of the community have varying degrees of comfort with their words and images being posted online; as such, consider others' privacy and seek permission before posting information and photos on the internet.
- Nothing that constitutes bullying, harassment, discrimination or sexting may be posted on social media sites. See the Academy's *Bullying, Hazing and Harassment Policy* and the *Sexting Policy*.
- Do not use the Academy's name (including any derivation or shortening of the name) or Exeter's logo in any way that could be interpreted to suggest the Academy's endorsement of your social media activity (for example, in the title of a Facebook page or blog). The Academy reserves the right to stop social media activity of this type.

If a student's activity on the internet or social media violates any of the Academy's rules or policies, the student will be required to cease such activity. Depending on the circumstances, the student may be subject to disciplinary action. If you have a question about whether your social media activity violates these rules, please consult with the Exeter Summer Dean.

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

Campus Safety provides a comprehensive service to ensure the safety and well-being of the AcaCampus Safety provides a comprehensive service to ensure the safety and well-being of the Academy community. All Academy streets and grounds are patrolled 24 hours a day, 365 days a year. All Campus Safety vehicles and personnel are radio-equipped and in constant communication with the Academy dispatcher and the local police and fire department.

Campus Safety responds to all emergencies on campus and investigates complaints from students, staff, and faculty. For assistance, Campus Safety personnel at the dispatch center can be reached at 603.777.4444 around the clock. For life-threatening emergencies, call 911.

### **FIRE SAFETY**

All dormitories hold one fire drill during the summer. The intent is to prepare the students in case a real emergency occurs. Campus Safety personnel are responsible for conducting fire drills and will schedule the drills with input from dorm heads.

### **BUILDING FIRE ALARM ACTIVATION**

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

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

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

### **INDIVIDUAL ROOM SMOKE DETECTOR ACTIVATION**

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

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

### **AREA EMERGENCY - EXETER ALERT**

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

The Academy community will be alerted by “Exeter Alert” messaging consisting of email, an exterior campus notification system, text messaging or other means. We may also be alerted by the town siren/speaker system.

### **CAMPUS EVACUATION**

If a campus-wide evacuation is announced:

1. All students will be instructed to return to their assigned dormitory or dorm affiliation via Exeter Alert. Attendance will be taken in the common rooms of each dorm. Students will be directed to pack a small bag of provisions, meet again in the common room and await further instructions.
2. Dorm faculty should return to their dorms, assist in taking student attendance and await further information. Day students can be released once attendance has been taken.
3. If the emergency requires a full evacuation, boarding students will be instructed to go to the Love Gym and/or the Thompson Field House, where a second attendance will be taken before boarding buses. If a short-term (less than four hours) evacuation is required, students, residential faculty and families will be transported to Raymond High School and Raymond Middle School in Raymond, NH. For longer terms of evacuation, all will be transported to Saint Anselm College in Manchester, NH.

## **CAMPUS LOCKDOWN**

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

The following outlines what you need to do during a lockdown:

1. Remain in the building and room you are in and ensure they are secure.
2. Lock windows that could be used to access the building and close window shades.
3. Remain quiet, turn off room lights, and move away from windows and doors.
4. If possible, remain where you will be able to receive email and text messages updates.
5. Do not enter hallways, common areas, or move from room to room.
6. Do not let anyone into a building or room during a campus lockdown.
7. Do not make unnecessary outgoing phone calls preserve your phone battery.
8. If you are outside when a lockdown is initiated, do not check doors or wait outside a building in an attempt to gain access. You should immediately leave campus, go to a safe location and monitor text messages for incident updates. Safe locations include the Exeter Police and Fire Complex located at 20 Court Street.
9. Report suspicious activity or information concerning the emergency to the Office of Campus Safety or the Exeter Police Department.

## **PERSONAL SAFETY**

1. Always lock your room except during a fire alarm activation and take your key. Do not leave the key in the door or near your room.
2. Do not admit strangers into your dormitory or into your room.
3. Always walk in lighted areas when traveling after dark.
4. Always travel in groups after dark.
5. Do not take shortcuts behind buildings or through secluded areas.
6. Hover boards are not permitted on campus.
7. Do not jump off the Hill Bridge or swim in the Exeter River. Removal of a dam in Exeter has lowered the water level significantly and increased the associated risk.
8. Rafting or boating of any kind without adult supervision is not allowed.
9. Use care when crossing streets. Always use crosswalks. Look both ways before crossing and make sure the oncoming vehicles have come to a complete stop before entering the roadway.
10. Do not go up on the roofs of school buildings.
11. Do not use emergency exits except in the case of an emergency.
12. Report all suspicious persons and activities immediately to Campus Safety. "See Something, Say Something."
13. The use of drones is prohibited on Phillips Exeter Academy property.

Exterior emergency telephones (blue boxes) are strategically located around campus, providing direct communication to local police, fire and ambulance services. All of the telephones are handicap accessible.

### ■ **DRUG TESTING POLICY**

The Academy's drug-testing policy applies to situations when a student is suspected of being or having been under the influence of alcohol or other drugs. The Dean of Exeter Summer or a designee may require a student to be drug tested at any time if there is a concern that the student may be under the influence of alcohol or other drugs. Results from drug tests performed by law enforcement officials or at medical facilities may also be shared with Academy officials, and, if positive, may subject the student to discipline action.

### ■ **PARENT/GUARDIAN POLICIES AND EXPECTATIONS** **COMMUNICATING WITH ACADEMY EMPLOYEES**

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

### **FOR PARENTS OR GUARDIANS WHO LIVE APART**

The Academy seeks to establish an efficient and productive communications process with a student's parents/guardians. Generally, information about a student is available to both parents/guardians. However, when a student's parents/guardians indicate that they live apart, the Academy designates one primary parent/guardian. Certain information and communication is made available only to the primary parent/guardian. This includes, but is not limited to, information regarding permission and authorization forms. The Academy assumes that the primary parent/guardian is the one who shares the same home address as the student (as indicated in the student's file). The Academy will change its designation of primary parent/guardian only upon a written agreement, signed by both parents/guardians of the student, or by an order issued by a court having competent jurisdiction. Any questions regarding the designation of the primary parent/guardian should be directed to the Exeter Summer Office.

### **PARTNERING WITH EXETER**

Parental or guardian support of the Academy in implementing its philosophy and policies is important to the Academy's ability to provide an education to students. The Academy will work with parents or guardians to the best of its ability. If the continued involvement of a parent or guardian with the Academy is not in the best interests of the student or the Academy, or if the parent or guardian fails to cooperate with the Academy, or disregards, or is unable to abide by the rules and regulations of the Academy, the Academy reserves the right, in its sole discretion, to request the withdrawal of a student or deny enrollment or reenrollment of a student.

Parents/Guardians agree that, in the event that our student's enrollment in Exeter Summer is voluntarily or involuntarily terminated for any reason, including, without limitation: (i) by the Academy for our breach of the Enrollment Contract or our student's violation of any of the Policies and Rules, or (ii) for any medical or similar condition where continued partic-

ipation in Exeter Summer would not be in the best interests of our student (and provided that such determination may be made by the Academy in its sole discretion); we will make any and all arrangements (including transportation, lodging and custodial) in order to facilitate our student's safe and timely separation from Exeter Summer and return home. We acknowledge and agree that such separation and return home shall occur in a prompt and expeditious manner, but in any case within twenty-four (24) hours of receiving notice from the Academy regarding the need for such separation. The Academy shall have sole discretion to determine whether separation is necessary, and whether additional time for separation may be allowed. In the event that we are unable or unwilling to make such arrangements in such time period, we hereby authorize the Academy to make all such arrangements on our behalf, and agree to reimburse the Academy in full for all expenses that are actually paid by the Academy or its representatives in facilitating the student's timely separation and return home. We further agree to make any payment under this paragraph within thirty (30) days of the Academy providing us notice of the same.

### ■ **NEW HAMPSHIRE STATE AND MANDATORY REPORTING LAWS**

Students of Phillips Exeter Academy are members of the larger communities of the Town of Exeter and the State of New Hampshire, and therefore are subject to all local, state and federal laws. Students who are 18 years or older, in the state of New Hampshire, may be charged as adults. The following laws noted here are of particular concern to students attending the Academy. Some state laws mandate that law enforcement and/or the Division of Children, Youth and Families (DCYF) be contacted if specified events take place. Violations of such laws may result in Academy disciplinary action, as well as a mandated report to the appropriate law enforcement authority and/or DCYF; this may be true even if a student has received a non-disciplinary response. When such violations are reported to local law enforcement or to DCYF, students and their actions may be the subject of an investigation by one or both of these agencies. We encourage parents/guardians to discuss these matters with their children.

New Hampshire's reporting laws legally obligate educators and employees who work in educational institutions to report instances of child abuse, hazing and other criminal acts of theft, destruction or violence in a Safe School Zone. In New Hampshire, any public or private school is designated a Safe School Zone and is subject to notification rules. In accordance with the Safe School Zones Act, the Academy is also a signatory to a Memorandum of Understanding (MOU) with the Exeter Police Department. The goal of the MOU is to ensure compliance with New Hampshire's mandatory reporting laws while furthering cooperation and collaboration between the Academy and the Exeter Police Department in providing a safe and healthy school environment for students, faculty, staff, visitors and other members of the local community.

### **ALCOHOL (NH RSA 179)**

It is against the law for any persons under the age of 21 years to possess any alcoholic beverage, attempt to purchase alcoholic beverages, and/or falsely represent their age for the purpose of procuring an alcoholic beverage.

### **CHILD ABUSE (NH RSA 169-C)**

Any person having reason to suspect that a child under 18 years old has been abused or neglected is required to report that suspicion to the New Hampshire Division of Children, Youth and Families. Any faculty, staff or other person who has reason to suspect that a student or child has been abused or neglected either on campus or elsewhere must report their suspicion promptly to the Exeter Summer Dean or to the Director of Student Well-Being and to DCYF. The Exeter Summer Dean or Director of Student Well-Being may assist with the report to DCYF. If the abuse or neglect constitutes assault, or sexual abuse or assault (including “sexting,” described below), or is otherwise required to be reported to the Exeter Police Department pursuant to the MOU, a report must be made to the police. In some cases, an investigation by these state and local entities will be prompted by the report. The Academy will fully cooperate with authorities in all investigations. After a mandatory report is made to authorities, the Academy will not investigate further unless and until the authorities indicate that an investigation is permissible. Knowing failure to report as required under the Child Protection Act is a violation of Academy policy and a violation of the law.

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

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

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

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

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

Hazing is defined by New Hampshire law as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in an act, when such act is likely

or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person; and such act is a condition of initiation into, admission into, continued membership in or association with any organization. All students or other persons who knowingly submit to hazing or are present at student hazing are required to report it to the Exeter Summer Dean or to the police. All Academy employees, including faculty and administration, are required to make a report to the Exeter Summer Dean or to the police if they observe hazing or have knowledge of it by a report or otherwise. The Exeter Summer Dean will notify law enforcement of any hazing report received. Knowing failure to report hazing as required by law is a violation of Academy policy and the law.

### **PORNOGRAPHY AND HATE MATERIALS**

Students should be aware that they are subject to several state and federal laws concerning pornographic and hate materials, and that one particular New Hampshire state law (NH RSA 649-A) specifically prohibits the possession (including photographs, publications, electronic material, videos and films) of any pornographic image that includes a person under the age of 18. The Academy is required to notify local law enforcement if this law is violated on campus.

### **SAFE SCHOOL ZONES ACT (RSA 193-D)**

Under the “Safe School Zones Act”, the Academy campus is a “Safe School Zone.” Academy employees who witness or have information from the victim of an act of theft, destruction or violence in a Safe School Zone must immediately report that act to a supervisor. Reportable acts include, but are limited to, the following: homicide, assault, sexual assault, criminal mischief, unlawful possession or sale of a firearm or other dangerous weapon, arson, burglary, robbery, theft (over \$500), illegal possession or sale of a controlled drug under RSA 318-B, and criminal threatening under RSA 631:4. Academy employees who witness or have information from the victim of any such acts must immediately submit a report in writing to a supervisor. The supervisor must immediately forward the report to the Exeter Summer Deans’ office, the Director of Exeter Summer’s office or the Principal’s Office, who must then file it with the Exeter Police Department. Knowing failure to report as required under the Safe School Zones Act is a violation of Academy policy and a violation of the law.

### **“SEXTING”**

Students should be aware that sending, sharing, viewing or merely possessing sexually explicit photos, images and messages, text messages, emails, or other materials via a computer, digital device or cell phone (commonly known as “sexting”) may subject a student to criminal charges under federal and state laws. The types of crimes that can be implicated by sexting include child pornography, obscenity laws, harassment, indecent exposure and endangering the welfare of a child. In addition, using a digital device or computer to solicit a minor under the age of 16 to meet up with the intent to engage in a sexual act (such as intercourse or oral sex) can also lead to criminal charges, even if it is mutually voluntary between the two students. If convicted of certain sexting-related crimes, a student could be required to register as a sex offender. Sexting activity may trigger mandatory reporting to DCYF and the police. The Academy does not tolerate sexting activity and it is cause for disciplinary action up to and including requirement to withdraw. If sexting is suspected, the Academy can seize a student’s cell phone, computer or other electronic device, and

will turn the device over to law enforcement authorities. Any student with questions or concerns about sexting, such as being the unwitting recipient of a sexual image, should speak with the Exeter Summer Dean or another school administrator.

## **SEXUAL ASSAULT**

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

## **TOBACCO (NH RSA 126-K:6)**

New Hampshire state law prohibits people under the age of 21 to purchase, attempt to purchase, possess, or use any tobacco products and devices (including e-cigarette devices and liquid nicotine). This law also states that a person under 21 may not misrepresent their age for the purpose of purchasing tobacco products and devices.

## **■ SEXUAL MISCONDUCT POLICY**

It is essential for the Academy to be a safe and supportive environment that cultivates learning and personal growth. All forms of sexual misconduct are violations that interfere with this goal and will not be tolerated. Sexual misconduct includes sexual assault and sexual harassment, as well as other behaviors described and defined in this section. The Academy will take appropriate action to prevent and address behavior that violates this policy, including disciplinary action in response to both employee and student misconduct.

## **STUDENT MISCONDUCT<sup>1</sup>**

The short duration of the summer program does not allow for a full school investigation of reports of alleged sexual misconduct by a student. If a student is accused of sexual misconduct, the Director of Exeter Summer and/or the Exeter Summer Dean may require that student to leave Exeter Summer and return home immediately.

Within our diverse community of adolescents, a foundation for healthy relationships includes understanding one's own various social identities and appreciating the identities of others — identities that can include and be influenced by race, ethnicity, national or geographic origin, religious, philosophical or political beliefs, gender or gender identity, sexual orientation, age, physical ability, family structure, socioeconomic status, and life experience.

Our approach focuses on sustaining and strengthening a culture of empathy, inclusion and respect. We educate all community members about healthy relationships and boundaries and seek to empower bystanders and those harmed to come forward if misconduct occurs.

## **UNDERSTANDING CONSENT**

**If students at the Academy consider engaging in sexual activity, we expect that they will understand and abide by our affirmative consent policy. Consent is a knowing, voluntary, unambiguous and mutual decision among all participants to engage in sexual activity. In**

<sup>1</sup>*This section applies to students of all ages, including those who are 18 years old or older.*

**the Academy community, students can consent only by using affirmative words, and as long as those words create clear permission, given freely without coercion, regarding willingness to engage in sexual activity.** All parties must give consent in affirmative words to every sexual act in which the individuals participate.

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

Additional information and expectations about consent:

- The definition of consent does not vary based upon a participant's sex, sexual orientation, gender identity or gender expression.
- Silence or lack of resistance do not constitute consent.
- If there is confusion or uncertainty about whether a participant is consenting to sexual activity, stop and clarify verbally that the person wants to continue.
- Consent may be initially given but withdrawn at any time, before or during sexual activity, through words or clear and unambiguous actions or behavior. It is important to note that relying solely on nonverbal communication can sometimes lead to misunderstandings.
- When consent is withdrawn or can no longer be given, sexual activity must stop. Consent to any sexual act or prior consensual sexual activity between or with any party does not necessarily constitute consent to any other sexual act. For instance, a person may consent to being hugged but not kissed. They may consent to being kissed but not to any further sexual activity.
- Consent should not be assumed, even within a previously or already established romantic or sexual relationship.
- Consent cannot be given when a person is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. Incapacitation may be caused by the lack of consciousness or being asleep, being restrained, or if an individual otherwise cannot consent. Someone who is under the influence
- of alcohol, or other drugs, or other intoxicants may be incapacitated and therefore unable to consent.
- Consent cannot be given when it is the result of any coercion. Coercion may include, but is not limited to force; threats of physical, material, or emotional harm; intimidation; or repeated requests or other forms of pressure.

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

It is important that all students understand consent. Students should ask the Director of Student Well-Being or another trusted adult on campus if they have questions about consent or about what constitutes sexual misconduct.

## **DEFINITIONS**

*Sexual contact* means the intentional touching, whether directly, through clothing, or oth-

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

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

*Sexual misconduct* is a broad term encompassing any behaviors of a sexual nature that violate the Academy's *Sexual Misconduct Policies* or that violate the law/constitute a sex crime. All forms of sexual misconduct are inherently violations of another person's humanity and right to self-determination. They include, but are not limited to sexual assault, engaging in sexual contests, sexual exploitation, sexual harassment, stalking, and dating abuse, all of which are defined below.

- *Sexual assault* is non-consensual sexual penetration or sexual contact of one person by another.
- *Sexual contests* describe circumstances when individuals compete with one another to achieve sexual goals or milestones. Examples of sexual contests include, but are not limited to, keeping lists of sexual exploits, winning a prize for accomplishing a sexual goal, or being expected to accept a consequence for failure to achieve a sexual goal.
- *Sexual exploitation* is taking non-consensual, unjust or abusive advantage of another in a sexual or intimate context. Sexual exploitation includes, but is not limited to, prostituting another person; engaging in, permitting, reproducing, or facilitating non-consensual viewing, video-recording, photographing, or audio-recording of sexual or intimate activity (such as dressing, showering, toileting, or similar activity); or knowingly infecting another person with a sexually transmitted infection.

*Sexual harassment*: Unwelcome sexual advances, requests for sexual favors, and other verbal, non-verbal or physical conduct of a sexual nature can constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or educational opportunity; (2) submission to or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance by creating

an intimidating, hostile or offensive working or educational environment. **It is a violation of Academy policy (and potentially the law) for any member of the faculty, administration, staff or adult volunteer to make sexual advances toward or engage in sexual conduct with a student of any age. (See Community Conduct and Discrimination Policy for more detailed examples of sexual harassment.)**

*Stalking* is defined as a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety, for the safety of a third person, or to feel extreme emotional distress due to repetitive contact or the perception of such conduct. Stalking behaviors include, for example, non-consensual communication by any means; use of surveillance in person or via social media or other electronic means; collecting information about a person's routine, friends, family or coworkers; uninvited visits to a residence, workplace, classroom, house of worship, or other locations where an individual is commonly found.

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

## ■ OTHER DEFINITIONS

*Reporting Party:* The reporting party is the individual who shares information about experiencing sexual misconduct. If someone other than the person who experienced the alleged misconduct makes the initial report, that individual will be referred to as a third-party reporter or a witness.

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

## REPORTING SEXUAL MISCONDUCT

Reporting sexual misconduct can be difficult; and students who have experienced it (or witnesses to such behavior) may experience a multitude of emotions when considering whether to report the conduct, especially if such a report may result in mandated reports to the police or other agencies. The Academy encourages anyone who has experienced or witnessed misconduct to prioritize their personal safety and physical/emotional well-being by seeking support. We encourage our students to seek out a trusted adult with whom they are comfortable to help them receive the support they need during what is often a difficult time – trusted adult may include a parent or guardian, adviser, teacher, coach, a school nurse, the school doctor, a counselor, a dean, Director of Student Well-Being, or a Campus safety officer.

**Students or bystanders who provide information in order to help other students will not face community conduct action for violations of other Academy rules that may have taken place at the time of the reported sexual misconduct.**

## MANDATED REPORTING OBLIGATIONS

Students who believe they have experienced sexual misconduct should seek help imme-

diately from their parents/guardians and/or a trusted adult on campus, including the Director of Student Well-Being, a school nurse, the school doctor, a counselor, adviser, an Exeter Summer Dean, the Director of Exeter Summer, or a Campus Safety officer. **Students or employees should call 911 if they need or witness a need for immediate police and/or medical attention.** By virtue of New Hampshire’s Child Protection Act, RSA 169-C, any adult in the State of New Hampshire, including an Academy employee, has a legal obligation to report incidents of child abuse, including sexual assault and sexual misconduct of any kind, to authorities. RSA 169-C:29 states that: “Any physician, surgeon, county medical examiner, psychiatrist, resident, intern, dentist, osteopath, optometrist, chiropractor, psychologist, therapist, registered nurse, hospital personnel (engaged in admission, examination, care and treatment of persons), Christian Science practitioner, teacher, school official, school nurse, school counselor, social worker, day care worker, any other child or foster care worker, law enforcement official, priest, minister, or rabbi or any other person having reason to suspect that a child has been abused or neglected shall report the same in accordance with this chapter”. When the Academy becomes aware of or suspects that abuse or sexual misconduct has occurred, it has a legal obligation to report to authorities. This includes instances of direct reports from an individual who has experienced misconduct or when the Academy learns about misconduct from other sources including posts on social media or information provided through third-party reports.

### **HOW TO MAKE A REPORT**

Any member of the Academy community may make a report of sexual misconduct by contacting one of the following:

Director of Student Well-Being: 603.777.3307

Dean of Exeter Summer: 603.580.3179

Director of Exeter Summer: 603.777.3839

Campus Safety: 603.777.4444 (24/7)

**or, a student may report to any trusted adult.**

**Students or employees may also report a sexual assault or other crimes directly to the police. (The non-emergency phone number for the Exeter Police Department is 603.772.1212.)**

**Students in need of immediate, emergency attention should dial 911.**

### **ANONYMOUS REPORTING**

Anonymous, confidential reports may be submitted using EthicsPoint:

<https://secure.ethicspoint.com/domain/media/en/gui/16039/index.html> The EthicsPoint software enables an administrator to receive information anonymously and to contact and offer care and resources to the person making the report, even if that person prefers to

remain anonymous. Investigations of anonymous reports are inherently limited, as it may be unclear which individuals are involved in the misconduct. This can prevent the necessary interviewing and follow-up needed to properly investigate the reported misconduct. The Academy will take anonymous reports seriously and investigate to the extent possible, based on the information provided.

Even when an incident is first disclosed to another community member, information about all reports is ultimately shared with the Director of Student Well-Being and General Counsel, who will initiate a formal report to authorities and communicate with the Exeter Summer Dean, Director of Exeter Summer, Assistant Principal and Principal.

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

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

## **RETALIATION**

Retaliation for reporting sexual misconduct or for participating in an investigation resulting from a report of sexual misconduct is prohibited. The Academy will not retaliate against any student or employee for reporting sexual misconduct or participating in an investigation. Any student engaging in retaliation against a reporting student, a responding student, or any other student, including through electronic means or via social media, is subject to disciplinary action. Retaliation may include, but is not limited to, unwanted attempts to contact a student involved in the report, asking others to contact a student involved, spreading rumors or sharing information about other students, surveying others for information about an alleged incident, or threats or harassment of any kind. Behavior that has the impact of retaliation related to sexual misconduct, regardless of intent, will be investigated and addressed through the Discipline Process.

## **CONFIDENTIALITY**

Reports of sexual misconduct will be kept confidential to the greatest extent possible. In order for a complaint of sexual misconduct to be addressed appropriately and completely, certain information about the complaint must be shared with parents/ guardians and other individuals (i.e., an impacted student's adviser, counselor, identified witnesses, the Director of Student Well-Being, Exeter Summer Dean, Director of Exeter Summer, Principal, Assistant Principal, and General Counsel). Such employees and witnesses, if applicable, will be cautioned that breach of confidentiality associated with the claim, its investigation, and its resolution is grounds for disciplinary action up to and including dismissal for students and termination of employment for adults.

## **ACADEMY RESPONSE TO SEXUAL MISCONDUCT**

Academy employees responding to a report of sexual misconduct will promptly assist the student who has experienced misconduct in obtaining medical care and other services.

The Academy will notify the students involved and inform them that it is necessary to promptly inform their parents/guardians and their advisers of all allegations.

Following allegations of sexual misconduct, the Academy, in accordance with our MOU (Memorandum of Understanding) with the Exeter Police Department, will promptly notify the police and, if the misconduct involved a student under 18, the New Hampshire Division for Children, Youth and Families (DCYF).

Once a law enforcement investigation is closed, if the responding party is an adult, and not a student, the Academy will conduct an investigation of the misconduct, typically by hiring a trained and experienced investigator who specializes in trauma-informed sexual misconduct investigations.

### **ADULT MISCONDUCT**

The Academy does not tolerate sexually inappropriate touching and/or interaction of any kind between adults (faculty, administrators, staff and other employees, as well as volunteers) and students, regardless of age, including all forms of sexual activity and sexual harassment. It is a violation of Academy policy to make sexual advances toward, to engage in sexual conduct with, or to engage in sexual harassment of a student of any age. Violators of this policy will be subject to serious penalties, up to and including termination and being barred from campus.

### **REPORTING ADULT MISCONDUCT**

Any person who witnesses or has knowledge or suspicion of a violation of this policy is required by law to make a report. They should immediately report it to a Dean, Director of Exeter Summer, the Director of Student Well-Being, Director of Human Resources and/or the General Counsel, one of whom will report it to the New Hampshire Division for Children, Youth and Families (DCYF) and to the Exeter Police Department (see *New Hampshire State and Mandatory Reporting Laws*). The administrator (Exeter Summer Dean, Director of Exeter Summer, Director of Student Well-Being, Director of Human Resources, or General Counsel) will inform the person who originally brought allegations forward that a report has been made to authorities or that a report was not required. Although it is recommended to make a report to administrator(s) on campus, any person who witnesses or has knowledge of sexual misconduct, abuse or neglect may make a report directly to DCYF and/or the Exeter Police Department (EPD) or other law enforcement agency.

The Academy will maintain permanent records of all reports made to DCYF and/or EPD, as well as records of investigations that result from those reports. An employee's or adult volunteer's failure to strictly follow all applicable mandatory reporting laws and all Academy policies on the reporting of and responding to suspected sexual misconduct will result in disciplinary action, up to and including termination of employment or volunteer relationship.

In the event that the Academy becomes aware of evidence of or a report of sexual misconduct by an adult member of our community, the first priority will be the safety and care of the student or students impacted. This may involve medical care through the LHWC and/or Exeter Hospital to ensure the student's physical and emotional safety and well-being. The Academy adult(s) receiving the report will notify the Exeter Police Department (EPD) and

New Hampshire's Division for Children, Youth and Families (DCYF), or report to the Director of Student Well-Being who will make these mandatory reports.

## **INVESTIGATIONS OF ADULT MISCONDUCT**

EPD may conduct an investigation of the alleged misconduct. Whether law enforcement chooses to investigate or not, the accused adult may be placed on an administrative leave from the Academy until any law enforcement investigation and the Academy's own investigation are both complete. During an administrative leave, the accused adult will not be permitted to participate in campus events or interact with students, and they will be barred from campus. Some exceptions may be made for an employee who resides in a campus residence, in which case the employee would be barred from all other campus properties outside of that residence.

Throughout the investigation by EPD and/or by an investigator hired by the Academy, a support coordinator will be assigned to coordinate care and resources for the reporting student and communicate with the student's adviser and parent(s) or guardian(s). If EPD closes their investigation and any formal charges have been resolved, the Academy will conduct a separate investigation with its own investigator, usually an attorney who is not employed by the Academy. Investigations of sexual misconduct against an employee will be overseen by the Principal, Assistant Principal and General Counsel, in consultation with the Dean of Faculty and/or Director of Human Resources. In some situations that do not involve allegations of sexual contact, the dean of faculty and director of human resources may conduct the investigation.

The investigator will meet with the reporting student (if willing), the employee accused of misconduct, and any additional witnesses who may have information to collect as much information as possible to prepare a report of findings. The investigator will share findings with the Principal, Assistant Principal and General Counsel. The Principal, in consultation with the Assistant Principal, General Counsel, Dean of Faculty and Director of Human Resources will decide on any appropriate employment action. (More information on employment actions can be found in the Employee Handbook.)

The Academy will offer to share a summary of the findings of the investigation with the reporting student, adviser, and/or their parent(s) or guardian(s), but may not be able to share details of employment actions taken.

The Academy will determine whether to disclose any misconduct to the broader campus community, and the timing of such a disclosure, according to criteria developed by the Trustees in October 2016 and revised in July 2021. The Academy will not share any identifying information about the reporting party or other individual students impacted by the misconduct.

The support coordinator will continue to be available to the reporting student and their family to coordinate emotional and academic support of the reporting student as needed.

## **BOUNDARIES**

All Academy employees and adult volunteers are expected to conduct themselves pro-

professionally when interacting with students. Employees receive regular training on how to maintain healthy boundaries when interacting with students, so as to support a positive educational environment and support the healthy development of the students. The Academy will formally address any instance where an employee or adult volunteer does not maintain healthy boundaries with students. Violations may result in counseling or disciplinary action up to and including termination of employment or volunteer opportunity. Although boundary crossings and violations do not always trigger mandated reporting report to authorities, the Academy expects any member of the Academy community to report suspected boundary violations to the Dean of Exeter Summer, Director of Exeter Summer, Director of Student Well-Being or Director of Human Resources so that they can be addressed with the employee or adult volunteer.

### **ADDITIONAL RESOURCES FOR STUDENTS**

A student may also make use of additional resources and seek advice from organizations outside the Academy. If a student requires transportation for visits to an off-campus resource, transportation can be arranged through the Lamont Health and Wellness Center.

#### **Planned Parenthood**

[www.plannedparenthood.org](http://www.plannedparenthood.org)

108 High Street Exeter, NH 03833

603.772.9315

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

#### **HAVEN**

[www.havennh.org](http://www.havennh.org)

24-Hour Confidential Support: 603.994.7233

- HAVEN serves women, men and children affected by domestic and sexual violence in the Seacoast area of New Hampshire, with confidential advocacy support. Students may request anonymity, with the understanding that mandated reporting to state authorities may still apply for children under 18 years of age.

#### **RAINN**

[www.rainn.org](http://www.rainn.org)

24-Hour Confidential Support: 800.656.4673

- RAINN (Rape, Abuse, & Incest National Network) is a national anti-sexual violence nonprofit organization that offers a confidential anonymous sexual assault hotline and conducts programming for prevention, assisting survivors, and promoting justice, RAINN's National Sexual Assault hotline is available 24/7 in English and Spanish via telephone and online chat.

#### **Exeter Police Department (EPD)**

[www.exeternh.gov/police](http://www.exeternh.gov/police)

20 Court Street

Exeter, NH 03833

603.772.1212

In case of an emergency, always dial 911.

- Exeter Police serve to protect people in the Town of Exeter, including students at Phillips Exeter Academy. The Academy submits reports directly to EPD in accordance with state laws and the Memorandum of Understanding (see *Appendix A*).

### **New Hampshire Division for Children, Youth and Families (DCYF)**

[www.dhhs.nh.gov/dcyf](http://www.dhhs.nh.gov/dcyf)

1.800.894.5533

- DCYF is a state agency that manages protective programs on behalf of New Hampshire's children, youth and their families. The Academy reports all incidents of child abuse or neglect to DCYF in accordance with state laws. DCYF responds to reports in collaboration with EPD or other local police departments if applicable.

## ■ **SEXUAL INTIMACY**

The Academy recognizes that sex and sexuality are important topics during adolescence, and therefore provides education, counseling and support services to help students cope with all aspects of sex, sexual orientation, sexual activity, sexual health, birth control, gender, gender identity and relationships. We hope that the services offered will foster thoughtful decision-making and encourage students to postpone sexual activity. Although not necessarily a violation of school rules, when students are found to have engaged in sexually intimate behavior, responses may include, but are not limited to, the following: conversations with the students involved, communication with the students' advisers, referral to school health professionals, parental notification, and consultation with the Exeter Summer Dean.

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

We expect that all students will understand and abide by the affirmative consent policy, which can be found elsewhere in this Handbook. Students are encouraged to speak with a clinician in Counseling & Psychological Services or a provider in the Lamont Health and Wellness Center whenever they have questions about sexual behaviors and/or sexual health. Students are also encouraged to seek help immediately from a trusted adult, advisor, dean or counselor in the event they experience sexual violence or misconduct. Of course, any student in an emergency should immediately call 911.

# IMPORTANT PHONE NUMBERS

In the event of a life-threatening emergency:	911
Campus Safety (days or nights):	603.777.4444
Exeter Police/Fire/Ambulance:	603.772.1212
New Hampshire Poison Control:	800.222.1222
Health Services:	603.777.3420
Exeter Summer Office:	603.777.3488

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

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

*The office is closed on Sundays.*

*Outside these hours, please follow instructions on our voice mail.*

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

After hours, call the Dean-on-Duty at 603.580.3179 and leave a message.

- If you do not receive a timely response, you may call the back-up Dean-on-Duty at 603.580.3872.

In the case of an emergency, call Campus Safety at 603.777.4444.



## **Phillips Exeter Academy - Exeter Summer**

20 Main Street, Exeter, New Hampshire 03833-2460

603.777.3488 | [summer@exeter.edu](mailto:summer@exeter.edu)

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

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

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

## MEMORANDUM OF UNDERSTANDING

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

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

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

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

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

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

- B. Nothing in this section is meant to prevent the school employee who has reason to suspect that a child has been abused or neglected from fulfilling their mandated reporting requirement under RSA 169-C:29 to immediately report it to DCYF themselves. DCYF can be contacted 24 hours a day, including weekend and holidays, at 1-800-894-5533.
- C. Phillips Exeter Academy shall have in place administrative procedures for other members of the school staff to be tasked with the reporting responsibility described in this Section II in the event General Counsel or a representative from Campus Safety are unavailable.
- D. RSA 193-D:79 states: Notwithstanding any other provision of law it shall be permissible for any law enforcement officer and any school administrator to exchange information relating only to acts of theft, destruction or violence in a safe school zone regarding the identity of any juvenile, police records relating to the juvenile or other relevant information when such information reasonably relates to delinquency or criminal conduct, suspected delinquency or suspected criminal conduct or any conduct which would classify a pupil as a child in need of services under RSA 169-D, or a child in need of protection under RSA 169-C.
- E. The oral and written reports required by this memorandum should include, to the extent possible:
  - (i) Identification of the act of theft, destruction or violence as defined by RSA 193-D:l that was allegedly committed;
  - (ii) The name and address, if known of any witness to the act of theft, destruction or violence in a safe school zone; and
  - (iii) The name and home address, if known of any person suspected of committing an act of theft, destruction or violence in a safe school zone.
- F. The written report required by this memorandum may be waived by the Exeter Police Department when there is a law enforcement response at the time of the incident, which results in a written police report.
- G. The following shall be reportable "Acts of theft, destruction or violence" under this Section II, regardless of the age of the perpetrator, and shall be reported as required above:
  - (i) Any of the offenses enumerated in RSA 189:13-a, V  
  
Such offenses include violations of RSA 630:1 (capital murder); 630:1-a (first degree murder); 630:1-b (second degree murder); 630:2 (manslaughter); 632-A:2 (aggravated felonious sexual assault); 632-A:3 (felonious sexual assault); 632-A:4 (sexual assault); 633:1 (kidnapping); 639:2 (incest); 639:3 (endangering the welfare of a child or incompetent); 645:1, II or III (felony

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

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

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

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

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

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

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

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

(v) Criminal mischief under RSA 634:2

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

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

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

(vii) Arson under RSA 634:1

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

(viii) Burglary under RSA 635

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

(ix) Robbery under RSA 636

Any person who in the course of committing a theft:

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

(x) Theft under RSA 637

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

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

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

H. The following terms, as defined in RSA 193-D:1, shall apply to this Section II:

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

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

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

**IV. ADDITIONAL COMMITMENTS.**

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

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

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

- E. Phillips Exeter Academy shall have a formalized procedure established on how to prevent contact between a victim and an alleged perpetrator during the course of any law enforcement investigation. This includes directing the alleged perpetrator to have no direct or indirect contact by any means with the victim. In no case shall the victim have his or her schedule, routine, activities, or any other aspect of campus life altered by this provision.

- F. Phillips Exeter Academy has an existing memorandum of understanding with HAVEN (attached) to provide counseling and support service to victims. Phillips Exeter Academy will promote awareness of this relationship and shall provide transportation to and from HAVEN to any student as requested.
- G. Phillips Exeter Academy shall offer all victims the option of a confidential off campus counselor.
- H. Students shall be permitted to leave campus when such an absence is solely in furtherance of an investigation by law enforcement of a crime, or for counseling support with HAVEN, in which that student is the victim. For example, a student will not be disciplined for leaving to be interviewed at the Child Advocacy Center.
- I. Phillips Exeter Academy agrees to publish this memorandum of understanding in The E Book and to post it on the Academy website, available for public access



William K. Rawson  
Principal  
Phillips Exeter Academy



Stephan Poulin  
Chief of Police  
Exeter, NH

## **ASBESTOS RESPONSE ACT SURVEY**

In 1987, the Environmental Protection Agency established the Asbestos Hazard Emergency Response Act (AHERA). All schools with grades K-12 were required to have a Management Plan prepared, to include a full campus survey of all asbestos materials, prepared by an accredited asbestos hygiene firm by October of 1988. The Management Plan also called for re-inspections of all asbestos by a certified hygienist every three years, together with an update of the survey.

Beginning in June of 1991, and every three years thereafter, the Academy has retained the services of qualified consultants to conduct full re-inspections of all asbestos materials remaining in all school-related buildings, fulfilling this regulatory requirement. Based on past re-inspection reports, we are convinced that the overall maintenance of asbestos material at the Academy is very good and that students, faculty and their families, and staff can live and work in a safe environment.

The Academy's goal is to safely control and maintain asbestos materials in place until such time as that material could provide any threat is removed from the campus. The program, which is described in detail in the Management Plan, addresses the procedures for: cleaning of areas of damaged asbestos material, the methods of removal and repair of that material, the training of custodial and maintenance personnel, and the methods of maintaining material in good condition. The plan also addresses the requirement for a semi-annual visual inspection of all asbestos-containing material by trained Academy personnel.

The Academy outsources the services of a certified asbestos abatement company to remove asbestos on campus and hires a certified Industrial Hygienist, separate from the abatement company, to oversee the abatement projects and provide air sampling and clearance reports. The major abatement projects of the past year were tied into the renovation projects at Wentworth Hall, Elm Street Dining and The Library. Details of the Academy's asbestos removal and maintenance efforts and copies of the Management Plan, which includes the full inventory of asbestos-containing material at Phillips Exeter Academy, are available for review at the Facilities Management Department.

## **LEAD**

In February of 2018, the State of New Hampshire adopted Senate Bill 247, *Preventing Childhood Lead Poisoning from Paint and Water*.

The Bill required that by July 1, 2019, all schools and licensed childcare facilities in NH complete testing for lead in drinking water at all locations where water is available for consumption by children under the age of 18. In order to comply with Senate Bill 247, Facilities Management contracted with Absolute Resource Associates to test all potential drinking water sources across campus in February of 2019.

## **LEAD HAZARDS IN PAINT**

Prior to 1978, the use of lead-based paint in buildings was a common practice. With the recognition of the potential harmful effects of lead, federal regulations were enacted that prohibited this practice after 1978. Since the majority of the Academy buildings were built before 1978, the potential for lead based paints does exist.

Although the main risk category for health impacts due to lead based paints are in children under the age of 6, the Academy takes a proactive approach to address potential hazards. All dormitories are inspected yearly and issues with painted areas addressed as necessary. All Academy employees and outside contractors working with lead-based paints have been trained and certified as required by state and federal regulations.

Facilities Management is available to answer any questions and provide any additional information you may need. Please contact Tegan DeGenova, Environmental Compliance Manager at 603-777-4441 or [tdegenova@exeter.edu](mailto:tdegenova@exeter.edu).

**EXETER  
SUMMER**