



**PORTSMOUTH ABBEY SCHOOL**  
**STUDENT HANDBOOK**

**2023-24**

*Veritas*  
**SCHOOL MOTTO**

*Red and Black*  
**SCHOOL COLORS**

*The Ravens*  
**SPORTS TEAM**

*The purpose of the Portsmouth Abbey School Student Handbook is to provide the students with the obligations and requirements of the School. Questions relating to the practices of the School are always encouraged. Please contact the Dean of Student Life or the Head of School with any additional information or questions.*

| Monday                     | Tuesday                    | Wednesday   | Thursday                   | Friday                     | Saturday |
|----------------------------|----------------------------|-------------|----------------------------|----------------------------|----------|
| 8:15 1                     | 8:15 1                     | 8:15 1      | 8:15<br><b>Flex Block</b>  | 8:15 1                     | 8:15 1   |
| 9:05 C                     | 9:05 B                     | 9:05 D      | 9:00<br>9:05 I             | 9:05 D                     | 9:05 A   |
| 9:10 2                     | 9:10 2                     | 9:10 2      |                            | 9:10 2                     | 9:10 2   |
| 10:00 _ _ E                | 10:00 _ _ D                | 10:00 _ _ C | 9:55 _ _ A<br>9:55         | 10:00 _ _ B                | 10:00 B  |
| 10:00                      | 10:00                      | 10:00       | 10:25 AX                   | 10:00                      | 10:05 3  |
| 10:30 EX                   | 10:30 DX                   | 10:30 CX    | 10:30<br><b>Church</b>     | 10:30 BX                   |          |
| 10:35<br><b>Assembly</b>   | 10:35<br><b>Advisory</b>   | 10:35 3     | 10:45 2                    | 10:35<br><b>Assembly</b>   | 10:55 C  |
| 10:50                      | 10:50                      |             | 10:50                      | 10:35                      | 11:00 4  |
| 10:55<br><b>Conference</b> | 10:55<br><b>Conference</b> | 11:25 B     |                            | 10:55<br><b>Conference</b> |          |
| 11:40                      | 11:40                      | 11:30 4     | 11:40 E                    | 11:40                      |          |
| 11:45 3                    | 11:45 3                    |             | 11:45 3                    | 11:45 3                    | 11:50 D  |
|                            |                            | 12:20 A     |                            |                            |          |
| 12:35 G                    | 12:35 F                    |             | 12:35 G                    | 12:35 F                    |          |
| 12:40 4                    | 12:40 4                    |             | 12:40 4                    | 12:40 4                    |          |
| 1:30 _ _ F                 | 1:30 G                     |             | 1:30 F                     | 1:30 _ _ G                 |          |
| 1:30                       | 1:35 5                     |             | 1:35 5                     | 1:30                       |          |
| 2:00 FX                    |                            |             |                            | 2:00 GX                    |          |
| 2:05 5                     | 2:25 E                     |             | 2:25 C                     | 2:05 5                     |          |
|                            | 2:30<br><b>Music Block</b> |             | 2:30<br><b>Music Block</b> |                            |          |
| 2:55 A                     | 3:15                       |             | 3:15                       | 2:55 E                     |          |

|                         |                         |                        |                         |                         |
|-------------------------|-------------------------|------------------------|-------------------------|-------------------------|
| 3:30<br>Afternoon Block | 3:45<br>Afternoon Block |                        | 3:45<br>Afternoon Block | 3:30<br>Afternoon Block |
| 5:30                    | 5:30                    |                        | 5:30                    | 5:30                    |
| 5:30<br>Dinner/Free     | 5:30<br>Dinner/Free     | 5:30<br>Dinner/Free    | 5:30<br>Dinner/Free     | 5:30<br>Dinner/Free     |
| 6:30                    | 6:30                    | 6:30                   | 6:30                    | 6:30                    |
| 6:30<br>Activity Block  | 6:30<br>Activity Block  | 6:30<br>Activity Block | 6:30<br>Activity Block  | 6:30<br>Activity Block  |
| 7:50                    | 7:50                    | 7:50                   | 7:50                    | 7:50                    |
| 8:00<br>Study Hall      | 8:00<br>Study Hall      | 8:00<br>Study Hall     | 8:00<br>Study Hall      | 8:00<br>Study Hall      |
| 10:00                   | 10:00                   | 10:00                  | 10:00                   | 10:00                   |

# CONTENTS

|   | Page |
|---|------|
| Message from the Student Body Leaders .....       | i    |
| Preface .....                                     | ii   |
| Diversity Statement .....                         | iii  |
| Weekly Schedule .....                             | iv   |
| Administrative Organization .....                 | v    |
| Questions .....                                   | vii  |
| Houseparent Teams .....                           | viii |
| I. School Life and Order .....                    | 1    |
| Mission Statement                                 |      |
| Christian Life                                    |      |
| Honor Code  |      |
| Guidance and Support                              |      |
| Interpersonal Relations                           |      |
| Student Leadership                                |      |
| School Rules                                      |      |
| Disciplinary Procedures                           |      |
| Procedures in the Event of Snow/Emergency Closing |      |
| Life Within the House                             |      |
| Dining Hall                                       |      |
| Student Center                                    |      |
| II. Academic Affairs .....                        | 39   |
| Course Registration and Changes                   |      |
| Independent Study                                 |      |
| Full Period Tests and Term Exams                  |      |
| Major Papers, Book Reports                        |      |
| Academic Trips                                    |      |
| Standardized Testing                              |      |
| Grading System                                    |      |
| Application/Performance Assessment                |      |
| Academic Distinctions                             |      |
| Advanced Placement Courses                        |      |
| Academic Support                                  |      |

Academic Honesty  
Unexcused Class Absences/Unexcused Absences from School  
Sixth Form Regulations  
Library

|  |    |
|--|----|
| III. College Counseling.....                   | 45 |
| IV. Athletic Activities.....                   | 47 |
| Athletics at the Abbey                         |    |
| Athletic Competition                           |    |
| Levels of Competition                          |    |
| Athletic and After-School Program Requirements |    |
| Independent Projects                           |    |
| Athletic Teams and After-School Programs       |    |
| Athletic Facilities                            |    |
| Procedures and Rules for Athletes              |    |
| Competitions and Awards                        |    |
| Varsity Letter Awards                          |    |
| Varsity Sweaters/Jackets                       |    |
| Sportsmanship                                  |    |
| V. Services and Facilities .....               | 53 |
| Telephone Directory .....                      | 55 |
| Supportive Resources for Students .....        | 58 |
| School Song.....                               | 59 |
| Appendix A .....                               | 60 |
| Appendix B.....                                | 61 |
| Index .....                                    | 62 |



Dear Portsmouth Abbey School Community,

It is a privilege and honor to serve as your Head Girl and Head Boy for the 2023-24 school year.

As current and lifelong members of the Portsmouth Abbey community, we recognize what an amazing environment the School fosters for those within it. The Abbey's ever-present spirit shines forth every day, whether on the sports field, in the classroom or in countless other extracurricular activities. The School's Mission is to help young people grow in knowledge and grace, and we hope to lead by example, encouraging these principles within the student body.

We hope to have a year filled with traditions, both new and old. Portsmouth Abbey is a school, monastery and community deeply rooted in tradition. Whether referring to the practice of the English Benedictines or cookie distribution, the community finds foundation in the actions of those members who came before us. This year, we will not only strengthen these foundations but lay new ones. By enacting new traditions that will have a lasting impact on many facets of the community, we hope to lift up both current community members and those in years to come.

In order to serve the community, we must first understand it from all perspectives. Please do not hesitate to employ us as an intermediary between the student body and the administration. We look forward to getting to know all members of the community, both those new and those returning. We cannot wait for the year to come and look forward to seeing all of you on campus!

Best,

*Rebecca Healey '24*  
Head Girl

*Robert Howenstein '24*  
Head Boy

## **PREFACE**

You belong here. As a member of the Portsmouth Abbey School community, you are provided with this handbook so that you can have information about community life and gain as much as possible from your experience here.

This handbook should serve as a guide for students and families, but no document could possibly cover every situation. We will always be guided by our Mission and Vision Statements, and by the teachings of the Catholic church.

The School believes that when every person in the Abbey community is respectful of the inherent dignity that each of us possesses, learning in knowledge and grace is most possible.

As noted in the *Catechism*, “Being in the image of God the human individual possesses the dignity of a person, who is not just something, but someone. He is capable of self-knowledge, of self-possession and of freely giving himself and entering into communion with other persons. And he is called by grace to a covenant with his Creator, to offer him a response of faith and love that no other creature can give in his stead.” (§357)

Policies and procedures in this handbook will generally apply under normal circumstances. But should extraordinary situations arise, the school may change or make needed exceptions to what is written. This handbook does not limit the school’s authority to alter, interpret, and implement rules, policies and/or procedures at its discretion in order to serve the best interests of the Abbey community. It is for information purposes, and it is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between Portsmouth Abbey School and any parent, guardian, or student affiliated with or attending the school.

Parent/guardians and students are required to sign an online form acknowledging that they have read the handbook and agree to abide by the School’s policies as contained in the handbook.

A new version of this handbook is produced each fall, but the content may be updated at any time. The school will make every effort to promptly communicate substantive changes.

## **PORTSMOUTH ABBEY SCHOOL DIVERSITY STATEMENT**

Portsmouth Abbey School's understanding of diversity is closely tied to our mission, and therefore to our identity as a Catholic school in the Benedictine tradition. The School's mission statement says: "Our conviction at Portsmouth Abbey School is that God is at the very center of the human search for meaning and that the perennial human questions – Who am I? Where do I come from? Where am I going? How do I get there? – all find their answer in God."

In Christian perspective, the issue of identity and diversity is primarily theological, not sociological or political. Specifically, the whole matter of unity and diversity relates directly to the unity of the Mystical Body of Christ. In St. Paul's Letter to the Ephesians and in other Pauline Letters, it is clear that the diversity of the members of Christ's Body is always in relation to the unity of that Body. All gifts and ministries are in service of the unity of Christ's Body, the Church. Diversity, therefore, is not celebrated for its own sake, nor is unity understood as a goal that ignores the reality of diverse gifts and ministries. Precisely because all people are God's sons and daughters, the School respects and honors each member of our community.

The Portsmouth Abbey School community is enriched by its diverse student body and Faculty. This diversity affords each member of the community a broader understanding of the human community and how various people live and think. In light of this, the School always respects the God-given dignity inherent in each person, and ensures in its population, ethos, and programs that its community will have the opportunity to experience the richness of diversity in unity. As the School makes particular decisions in service of this vision, it will be guided by its responsibility to the mission.

## WEEKDAY SCHEDULE

### Morning

|                 |  |
|-----------------|--|
| 7:20am          | Conventual Mass (voluntary)                      |
| 7:00am-8:05am   | Breakfast  |
| 7:00am-9:00am   | Breakfast on Thursday                            |
| 8:15am-2:55pm   | Academic Day (Monday, Tuesday, Thursday, Friday) |
| 8:15am-12:20pm  | Academic Day (Wednesday)                         |
| 10:00am-11:30am | Morning Lunch (Dining Hall)                      |

### Afternoon

|                |                               |
|----------------|-------------------------------|
| 11:45am-1:15pm | Lunch                         |
| 3:30pm-5:30pm  | Athletics/Co-Curricular Block |

### Evening

|                |  |
|----------------|--|
| 5:30pm-7:00pm  | Buffet Dinner (Fall & Spring Term)               |
| 5:00pm-7:15pm  | Buffet Dinner (Winter Term)                      |
| 6:30pm-7:50pm  | Activities Block                                 |
| 8:00pm-10:00pm | Evening Study Hall in Houses/Quiet in the Houses |
| 10:30pm        | Lights out, Third Form                           |
| 11:00pm        | Lights out, Fourth and Fifth Forms               |
| 11:30pm        | Lights out, Sixth Form                           |

## SATURDAY SCHEDULE (Boarding students may leave for approved

Overnights after their final obligation.)

|                |                        |
|----------------|------------------------|
| 7:00am-8:05am  | Breakfast              |
| 8:15am-11:50am | Academic Day           |
| 11:30am-1:00pm | Lunch                  |
| 5:30pm-6:30pm  | Buffet Dinner          |
| 8:00pm         | Third Form check-in    |
| 9:30pm         | Fourth Form check-in   |
| 11:00pm        | House check-in for all |
| 12:00am        | Lights out for all     |

## SUNDAY SCHEDULE

|                |  |
|----------------|--|
| 8:00am-9:10am  | Continental Breakfast  |
| 9:30am         | Mass for the School (boarding students required, day students are welcome) |
| 10:30am-1:00pm | Brunch   |
| 3:00pm-5:00pm  | St. Thomas More Library open   |
| 5:30pm-6:30pm  | Buffet Dinner  |
|                | Rest of the evening as weekday schedule                                    |
| 7:00pm         | Sunday Evening Mass for the School   |
| 7:45pm         | Boarding students return from Overnights                                   |
| 8:00-10:00pm   | Evening Study Hall in Houses/Quiet in the Houses                           |



## SCHOOL ADMINISTRATION

|   |  |
|---|--|
| Head of School .....                                    | Mr. Matthew Walter   |
| Exec. Assistant to the Head of School .....             | Mrs. Lucy Thompsen   |
| Assistant Head of School/Dean of Faculty .....          | Mrs. Aileen Baker  |
| Dean of Student Life/International Student Advisor..... | Mrs. Paula Walter  |
| Director of Residential Life .....                      | Mrs. Cat Caplin '10  |
| Student Life Coordinator .....                          | Mrs. Elizabeth Cotta   |
| Cultural Awareness Coordinator.....                     | Mr. Clarence Chenoweth   |
| Dean of Students .....                                  | Mr. Clarence Chenoweth   |
| Discipline Coordinator.....                             | Mr. Daniel Caplin '10  |
| Coordinator of Student Character .....                  | Mr. Ryan Dolan   |
| Assistant Head of School/Dean of Academics....          | Mr. Nicholas Micheletti '04  |
| Registrar/Director of Testing .....                     | Mrs. Kaye Caplin   |
| Study Skills Specialist/Peer Tutor Coordinator          | Ms. Stephanie Waterman '12   |
| Director of Library Services .....                      | Mrs. Mary Fran Vesey   |
| Monastery Librarian.....                                | Mrs. Roberta Stevens   |
| Library Clerk.....                                      | Mrs. Kathleen Cheever  |
| Library Assistant.....                                  | Mrs. Mary St. Thomas   |
| Library Assistant.....                                  | Ms. Amanda Vesey   |
| Director of College Counseling .....                    | Ms. Diane Soboski  |
| Associate Director of College Counseling .....          | Mrs. Kate Smith  |
| College Counseling Coordinator.....                     | Ms. Deanna Lloyd   |
| Information Systems Director.....                       | Mr. Victor Pacheco   |
| Senior Network Support Specialist.....                  | Mr. Robert Brett   |
| Network Support Specialist .....                        | Mr. Troy Silva   |
| Director of Parent Relations.....                       | Mrs. Meghan Fonts  |
| Director of Advancement.....                            | Mrs. Patty Gibbons   |
| Director of Development Data & Analytics.....           | Mrs. Nora O'Hara   |
| Director of the Annual Fund .....                       | Ms. Anita Vigerstol  |
| Asst. Director of the Annual Fund - Young Alumni.....   | Mr. Daré Odeyingbo   |
| Director of Special Events .....                        | Mrs. Carla Kenahan   |
| Database Administrator/Office Coordinator .....         |  |
| Director of Communications.....                         | Ms. Kristine Hendrickson   |
| Assistant Director of Communications. ....              | Ms. Brittany Semco   |
| Director of Operations/Monastic Cellarer.....           | Dr. John Perreira  |
| Director of Medical Services .....                      | Lisa DeSousa, RN   |
| School Physician.....                                   | Dr. Stephen Butler   |
| Psychologist.....                                       | Dr. Weitzberg, Ph. D./Dr. Davidge, Ph. D.  |
| Nurses .....  | Mrs. Kerrie Escobar/ Ms. Willow Hawk/<br>Mrs. Hedi Knowlan/Mrs. Amy Stowe/Ms. Susan Wathen/Susan Swain |
| Facilities Manager.....                                 | Mrs. Tina Grilli   |

|   |                        |
|---|------------------------|
| Operations Admin. Asst./Functions Coordinator .....                           | Mrs. Jennifer Dring    |
| Director of Dining Services .....   | Mrs. Sarah Rodrigues   |
| Campus Safety .....   | Mr. Al Medeiros        |
| Chief Financial Officer/Director of Human Resources.....                      | Dr. Ellen Eggeman      |
| Controller & Payroll Coordinator .....  | Mrs. Stephanie Johnson |
| Business Office Coordinator .....   | Mrs. Claire Rak        |
| Accounts Payable Coordinator .....  | Ms. Melanie Kobylenski |
| Human Resources Coordinator .....   | Mrs. Kristie Garcia    |
| Bookstore Manager .....   | Mr. Lance Ruggiero     |
| Tin Box (Student Bank) .....  | Fr. Andrew Senay       |
| School Receptionist .....   | Ms. Pauline St. Denis  |
| School Chaplain .....   | Dom Gregory Havill     |
| Director of Spiritual Life .....  | Abbot Michael Brunner  |
| Assistant Director of Spiritual Life .....                                    | Ms. Lauren Revay       |
| Director of Athletics .....   | Mr. Christopher Milmo  |
| Assistant Director of Athletics .....   | Ms. Julia DellaRusso   |
| Athletic Trainer .....  | Mrs. Grace Hobbes '10  |
| Director of Performing Arts .....   | Mr. Jay Bragan         |
| Director of Music .....   | Mr. Michael Carnaroli  |
| Director of Enrollment Management .....                                       | Dr. Brendan McGrail    |
| Assoc. Director of Admission/ Director of Financial Aid/Mrs. Amelia Tracy '10 |                        |
| Associate Director of Admission .....   | Mr. Sam Funnell        |
| Assistant Director of Admission .....   | Ms. Rosaria Munda      |
| Admission Counselor .....   | Mr. Ben Sprague        |

## **ACADEMIC DEPARTMENT HEADS**

|                       |                            |
|-----------------------|----------------------------|
| Classics .....        | Ms. Elizabeth Benestad     |
| English .....         | Mr. Michael St. Thomas     |
| History .....         | Mr. Derek Gittus           |
| Humanities .....      | Mr. Kale Zelden            |
| Mathematics .....     | Mr. Elliott Moffie         |
| Modern Language ..... | Mr. Roberto Guerenabarrena |
| Performing Arts ..... | Mr. Jay Bragan             |
| Science .....         | Dr. Stephen Zins           |
| Theology .....        | Dr. Marc Lavallee          |
| Visual Arts .....     | Mr. Mark Nadeau            |

## **ORDER OF ST. BENEDICT**

|                              |                          |
|------------------------------|--------------------------|
| Abbot .....                  | Rt. Rev. Michael Brunner |
| Abbot Emeritus .....         | Rt. Rev. Matthew Stark   |
| Treasurer and Cellarer ..... | Dr. John Perreira        |

## QUESTIONS

Your Prefects, Houseparents, and Advisors are always available to answer questions. Also, the following list may help you.

|  |  |
|--|--|
| Absence.....                                 | attendance@portsmouthabbey.org                     |
| Alumni Matters .....                         | Mrs. Gibbons                                       |
| Athletics/Athletic Special Permissions ..... | Mr. Milmo/Ms. DellaRusso                           |
| Billing .....                                | Mrs. Claire Rak                                    |
| Bookstore .....                              | Mr. Ruggiero                                       |
| Calendar .....                               | Mrs. Cotta   |
| Car Riding Permission .....                  | Houseparent on Duty/Mr. Chenoweth/Mrs. Caplin      |
| Clubs .....                                  | Mrs. Paula Walter                                  |
| Colleges .....                               | Ms. Soboski  |
| Computers/Information Technology .....       | Mr. Pacheco/Mr. Brett/Mr. Silva                    |
| Counseling .....                             | Dr. Weitzberg, Dr. Davidge, Ms. DeSousa, RN        |
| Courses/Curriculum .....                     | Mr. Micheletti                                     |
| Day Student Driving .....                    | Mrs. Cat Caplin/Mr. Chenoweth                      |
| Disciplinary Matters.....                    | Mr. Chenoweth/Mr. Caplin/Houseparent               |
| Dress Code .....                             | Mrs. Cat Caplin/Mr. Chenoweth                      |
| Entertainment .....                          | Mrs. Cat Caplin                                    |
| Grades and course progress .....             | Mr. Micheletti/Advisor                             |
| Health Matters/Medicine .....                | Ms. DeSousa, RN                                    |
| Honor Code violation.....                    | Teacher/Mr. Micheletti                             |
| House maintenance/Laundry.....               | Houseparents                                       |
| Library .....                                | Mrs. Vesey   |
| Lectures.....                                | Mr. Fisher   |
| Mail, parcels.....                           | Ms. St. Denis                                      |
| Missing personal items .....                 | Houseparent/Mrs. Cat Caplin                        |
| Music .....                                  | Mr. Carnaroli                                      |
| Parents' Weekend .....                       | Mrs. Fonts   |
| Parents' Weekend Teacher Appointments .....  | Mrs. Kaye Caplin                                   |
| Permissions (Overnights and Weekends).....   | Mrs. Cat Caplin/Mrs. Cotta                         |
| Postage stamps.....                          | Business Office/Bookstore                          |
| Publications/Public Relations .....          | Ms. Hendrickson/ Ms. Semco                         |
| Routine permissions.....                     | Houseparent  |
| Rules .....                                  | Houseparent/Mr. Chenoweth                          |
| Schedule changes .....                       | Mr. Micheletti                                     |
| School Trips Committee .....                 | Dr. Eggeman  |
| Sixth Form/Prefect Weekends .....            | Mrs. Cat Caplin/Mrs. Cotta                         |
| Special permissions to miss school .....     | Mrs. Cat Caplin/Mr. Micheletti                     |
| Spiritual Life .....                         | Abbot Michael Brunner/Ms. Revay/Fr. Gregory Havill |
| Sports injuries .....                        | Mrs. Grace Hobbes                                  |
| Standardized Testing.....                    | Mrs. Kaye Caplin                                   |
| Student Council.....                         | Mrs. Walter  |
| Study Skills/Peer Tutoring .....             | Ms. Waterman                                       |
| Transcripts .....                            | Mrs. Kaye Caplin                                   |
| Vacation Travel Info. ....                   | Mrs. Walter  |
| Visas / I-20's .....                         | Mrs. Kaye Caplin                                   |

## **HEAD HOUSEPARENTS**

### **Manor House**

Ms. Julia DellaRusso

### **St. Aelred's House**

Mr. Michael St. Thomas

### **St. Benet's House**

Mrs. Kim Kalkus

### **St. Brigid's House**

Mrs. Amelia Tracy '10

### **St. Hugh's House**

Mr. Ryan Walker

### **St. Leonard's House**

Mr. Nicholas Micheletti '04

### **St. Martin's House**

Dr. Stephen Zins

### **St. Mary's House**

Mrs. Catherine (Cat) Caplin '10

## **ASSISTANT HOUSEPARENTS**

Mrs. Grace Hobbes '10

Ms. Stephanie Waterman '12

Mr. Sam Funnell

Mr. Ben Sprague

Ms. Mary Catherine Pietropaoli

Ms. Brittany Semco

Mrs. Margaret Sheppard '06

Mr. Sebastian Gonzalez

Mr. Stephen Devaney

Mr. Daré Odeyingbo

Mr. Colin McKay

Mr. Elliott Moffie

Dr. Marc Lavallee

Ms. Deanna Lloyd

Mrs. Anne De Marzio

# **I. School Life and Order**

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## **MISSION STATEMENT**

Portsmouth Abbey School helps young men and women grow in knowledge and grace. As a Benedictine boarding and day school, we embrace the Catholic faith while nurturing reverence for God and the human person, love of learning, and commitment to community life.

## **VISION STATEMENT**

*Catholic* means universal, and we welcome students from all backgrounds, as Jesus was welcoming to all people. We affirm that each person is made in the image and likeness of God, and is endowed with inherent human dignity and infinite worth. We believe God is at the center of the human search for meaning, and the perennial questions asked by our students—*who am I? what is goodness? how am I to live?*—find their answers in God. We assist our students in their search for God as the foundation of their lives. We seek student growth in grace: the regenerative power of Christ that lifts hearts and transforms lives.

“Love of learning and the desire for God” are joined in the Benedictine tradition. Love of learning is grounded in wonder, undertaken in humility, and fueled by the hunger for truth. Our students are called to a close reading of classic texts and critical engagement with the written word. Our research-driven science program enables students to be keen observers of the world around them. We foster engagement in fine arts and athletics as key dimensions of human excellence. Education in the Catholic intellectual tradition forms us in the things that matter: truth, goodness, and beauty.

Our shared life of study, prayer, and recreation sustains a community characterized by friendship and joy. Called to live in mutual service to each other, we seek the growth of our members as individuals, while advancing the common good. We nurture the talents of each of our students for energetic leadership and service in our own community and throughout the world.

## **HONOR CODE**

***A Portsmouth Abbey student is expected to be kind, honest and respectful of self and others. Lying, cheating, stealing, and abusive behavior, or toleration of such behavior is unacceptable.***

This code is fully rooted in Christian morality and part of the ideals of any functioning society. The Portsmouth Abbey community cannot function without the basic values reflected by the code. Lying, cheating, stealing and abusive behavior erode human relationships and prevent the building of bonds of trust. The code can work only if all members of the student body internalize it and

watch over it. Students should live by the code off-campus as well as on-campus. As an academic institution, cheating or plagiarism violations are dealt with sternly, as stated in this handbook under Major School Rules and Academic Honesty.

## **CHRISTIAN LIFE**

Since it is necessary to practice the Christian life in order to develop an understanding of what it means, you are encouraged to take advantage of the opportunities School life provides for exercising justice and charity, tolerance and forgiveness. It provides also ample opportunities for mutual support in the difficulties and uncertainties of life. The principles of Christian moral behavior should infuse all the activities of School life, both individual and social. All students should be aware of their duty to cooperate in making the School in reality what it is in name and intention, a Catholic Christian Community.

As a Catholic School, Portsmouth Abbey's service to God is its most valuable activity. Sunday Mass is required for all boarding students (non-Catholic students who wish to attend services in their faith should see the Spiritual Life Director for assistance), and a weekly Church Assembly is held for the School. The School Retreat and services of Holy Week are also required. Boarders also attend House Masses. Other occasions are:

1. Daily Mass in the Church at 7:20 am. Vespers at 5:30 pm. All are welcome.
2. Confession: Fridays during Conference Period in the Church. All are welcome. There is also a required Penance Service each term.
3. Charities: Students raise money for various charities. All are encouraged to participate.
4. The School's Christian Community Service (CCS) Program is an excellent way of extending Christian life to others while developing your own social consciousness. You are encouraged to volunteer to help individuals or groups in local communities. We encourage you to get involved and see the positive contribution you can make. Through a structured internship or through contributions to these various service opportunities, the School will try to match your free time and interest with the needs of a local group.

## **GUIDANCE AND SUPPORT**

There are several ways for students to receive support while at the School. Students should feel comfortable and confident in reaching out for help from any and all of the persons listed below.

## **Infirmary and Medical Services**

The director of medical services leads a team of medical professionals who assist and support students. Parents and students should contact the Infirmary at any time with questions or concerns.

Infirmary hours are from 7:30am to 8:00pm daily. The Infirmary telephone is (401)643-1233, or FAX (401)682-7221. A nurse is on call 24 hours a day, seven days a week; however, the Infirmary should not be visited during class time or between 8:00pm and 7:30am except in emergencies. Emergencies or sudden illnesses that occur after 8:00pm must be reported to the Houseparent. After 8:00pm, students walking to the Infirmary must be accompanied by a Houseparent or a student designated by the Houseparent.

The school's physician is on-call seven days per week, and sees boarding students during scheduled clinic hours. Infirmary Nurses coordinate referrals to specialists and routine medical and dental appointments for boarding students.

### **Procedure for Missed Obligations due to Illness or Injury**

If boarding students are ill and unable to attend School, they must report to the Infirmary. A student cannot miss an obligation and report thereafter to the Infirmary in order to be excused nor can they stay in their room if they are ill. Students must make all medical appointments through the School Nurses and are to go to the Infirmary following an appointment in order to inform the Nurses of any medication, treatment or future appointments. Students requiring off-campus medical care may be taken by the School Driver. There is a \$15 transportation fee for local service.

Day students must report to the Infirmary before leaving campus if they become ill during the school day, and check in through the Infirmary if they come to school late. They must inform the Nurses of any appointments and should also go to the Nurses following the appointment in order to inform the Nurses of any medication, treatment or future appointments. Parents must call the Infirmary after 7:30am and before 8:30 am, or email [attendance@portsmouthabbey.org](mailto:attendance@portsmouthabbey.org), if their child will miss school due to illness. To miss school obligations for reasons other than illness, contact Elizabeth Cotta, [ecotta@portsmouthabbey.org](mailto:ecotta@portsmouthabbey.org).

A physician's note is required when a student is excused from classes or sports for medical reasons. This note must specify the condition, the amount of time away from obligations and any treatment required.

### **Medication**

All prescribed medication must be left in the care of the nurses unless other arrangements have been made through the Infirmary. Other medication needed while at School will be ordered as necessary. Medications mailed

from home or online should be sent directly to the Infirmary. Students in possession of prescription drugs are subject to disciplinary action.

### **School Counseling**

Although students are free to seek advice from any member of the faculty with whom they feel at ease, personal counseling from medical professionals is available. This counseling may be infrequent discussions about a specific problem or a series of sessions designed to help students become more aware of their own strengths and resources in dealing with problems.

All discussions with these professionals are held in strict confidence except in instances which pose a danger to the individual or any other person. Students are reminded that confidentiality is a matter of trust, and that it must be maintained by all parties involved in a discussion.

Students interested in making an appointment with a counselor should contact the Director of Medical Services in the Infirmary. Appointments can be made by student self-referral, or through referral from a parent, houseparent, advisor, or other faculty member. Students may also be referred to off-campus counselors.

### **Houseparents**

The Houseparent works closely with students, advisors, and the Faculty in order to provide students with the necessary support during their careers at Portsmouth Abbey. It is very important that students establish and maintain a close and trusting relationship with each of the Houseparents.

### **Advisors**

Every student is assigned a faculty advisor, according to his/her Form, whose role it is to assist the student with academic, social and personal concerns. Students have frequent informal contact with their faculty advisor, as well as a formal meeting every Tuesday morning. Previous advisory meeting topics have included mindfulness, digital citizenship, time management, goal setting, grit, media literacy, and gratitude. A strong relationship with the advisor is an important part of the Abbey experience, therefore, students are urged to seek out their advisor often.

### **Prefects**

Each House has several Prefects, who are Sixth Form students appointed by the Head of School to assist the Houseparents in running the House. They are also a source of advice and guidance for students within the House.

### **Student Life Curriculum**

The student life team includes the Dean of Student Life, Director of Residential Life, Director of Medical Services, Infirmary Staff (registered nurses, school psychologists, and school doctor), houseparents and Athletic Trainer. This group



works together to engage all students in a developmental curriculum that gives students tools to live a healthy life within the Abbey community and in our world. Topics will change from year to year, based on current events and trends, and the method of delivery may be through advisory meetings, assembly, lectures, classroom instruction, house meetings and individual conversations.

Examples of student life curriculum topics include: anxiety, stress, sleep, sleep hygiene, coping skills, development of conscience and character, sexuality and sexually transmitted diseases, suicide prevention training and awareness, vaping, brain injuries, driving while impaired, nutrition, and respect for self and others.

## **STUDENT LEADERSHIP**

### **Sixth Form Roles and Responsibilities**

The Sixth Form provides Student Body Officers, Prefects, Team Captains, as well as other important leadership roles. The quality of the School environment is directly related to the character and leadership of the Sixth Form and its relationship to the School Community.

### **Prefects**

The Prefects at Portsmouth Abbey School are selected Sixth Form students recommended by the Houseparents and appointed by the Head of School. They are selected on the basis of personal integrity, leadership ability, the respect they hold in the community, and their motivation to affect life positively in the community. By fulfilling the responsibilities given them by the Houseparents, acting as intermediaries, informally counseling, and leading by example, the Prefects help preserve the standards and maintain the quality of the School community. They work very closely with the Houseparents to accomplish this. At the beginning of the year, the Prefects elect two Prefects to sit on the Discipline Committee. A third student is appointed to the Discipline Committee by the Head of School.

Because of the responsibilities they carry, Prefects have extra privileges, including:

- Two extra Sixth Form weekends per year
- Preference for single rooms in the Houses when possible
- Permission to have a small refrigerator in their rooms
- May visit other Prefects during Evening Study Hall

### **Student Council**

The Student Council is organized and run by the Head Boy and Head Girl. Council membership further includes: Form Presidents, Vice Presidents, and one representative from each House. Students seeking election to leadership positions must be recognized as students in good standing. A member of the

Student Council facing disciplinary or academic difficulty may be suspended from their elected position.

The Student Council's purpose is to serve as the main mechanism of communication between the student body and the faculty. It channels opinions and suggestions from the student body to the members of the School Administration and the Faculty, and helps to ensure information and decisions from them are understood by the student body. The Student Council plans Springfest and other spirited events and assemblies throughout the year.

### **Red Key**

The purpose of the Red Key is to organize and promote student participation in guiding visitors through the campus. Contact the Admission Office if you are interested in Red Key.

### **International Student Leaders**

International Student Leaders serve all international students at Portsmouth Abbey School. They plan and run various events throughout the year to celebrate and help the entire school community learn about the cultures of all our students. In particular, these leaders are charged with helping the newest international students become comfortable at the school. They participate in the special orientation for new international students and their parents, and assist them in the transition to the school.

## **SCHOOL RULES**

### **General**

The Portsmouth Abbey School Community has certain goals outlined in the mission statement. In order to maintain the order and stability necessary so the Community can achieve these goals, rules are necessary. These rules attempt to strike a balance between the freedom and desires of the student and the needs of the Community. You are subject to School rules at all times when School is in session, including traveling to and from campus during recess periods, i.e., Thanksgiving, Christmas, March, School sponsored trips and summer breaks. A community cannot function properly unless its members play a role in safeguarding its rules. Therefore, we urge you to correct observed misbehavior or, at a minimum, leave the premises. To remain in the presence of someone violating a rule is to accept that misbehavior and subjects you to disciplinary action.

### **Drug and Alcohol Policy**

A student suspected of drug or alcohol use may be subject to testing given by the infirmary on the authorization of the Dean of Students or a Faculty member. If the student refuses to submit to testing, the usual punishment for the offense will be instituted.

It is impossible to list all of the substances (legal or illegal) that can be used as intoxicants or pseudo-intoxicants, whether smoked, inhaled, or ingested. The use, possession or distribution of these substances will normally be treated as an alcohol violation, but may be treated as a drug violation depending on the substance.

All prescribed medication must be left in the care of the nurses unless other arrangements have been made through the Infirmary. Medications being mailed from home or online must be sent directly to the Infirmary. Students in possession of prescription drugs are subject to disciplinary action.

### **Major School Rules**

Violations of major School rules, or being in the presence of a major rule violation, on or off campus, will result in disciplinary action, including the possibility of dismissal. Students may be dismissed from the School for a first violation.

1. Portsmouth Abbey School is concerned with promoting the Christian values of honor and honesty. In addition to disciplinary action, cheating and plagiarism may lead to a student's being withdrawn from or failing a course with consequent loss of academic credit.
2. Disrespect to a person or property, including through social media. Attacking someone anonymously through social media or other means may lead to dismissal for a first offense.
3. Use, possession, or distribution of any drugs will normally result in a dismissal.
4. Possession of drug related paraphernalia.
5. Use, possession, or distribution of alcoholic beverages normally results in the student appearing before the Discipline Committee. If the student is not dismissed, he/she will be required to abide by a "No-Use" contract, including random testing, for the remainder of their Portsmouth Abbey School career. (A sample contract is on page 43.)
6. Serious sexual misconduct.
7. House room visiting by members of the opposite sex.
8. Leaving the House (without permission) between 10:00pm and 6:00am.
9. Possession of fireworks, firearms and other weapons.
10. Possession of false identification.
11. An open flame within School buildings, smoking inside a building, or smoking within 50ft of a school building is a violation of state law and normally will result in suspension. Vaping, the use of Electronic Nicotine Delivery Systems (E.N.D.S.), or other nicotine delivery devices is included in state law with the definition of smoking, and therefore the consequences will be similar. The possession or use of vaping, E.N.D.S. or other nicotine delivery systems will result in testing for additional substances. The test results will determine whether the student is in violation of additional School rules.

12. Any behavior which brings disgrace to the good name of the School or necessitates the involvement of the police.
13. Failure to respond to correction: behavior which persistently shows an unwillingness or inability to live by the academic, moral, social or athletic requirements of the School.
14. Grave misconduct contrary to the principles of the Portsmouth Abbey School Community.

### **Other School Rules**

Violations of other School rules may result in serious disciplinary action.

#### **1. Driving/Riding Privileges**

- a. Ride sharing services (e.g. Uber) are not permitted.
- b. Students may not drive a car or give rides to others without proper permission.
- c. Students may not drive cars during the school day (between the student's arrival and departure after last School obligation). The Student Life Office, or the Houseparent on duty may grant exceptions for extraordinary circumstances. Boarders on overnights may not drive other Portsmouth Abbey Students.
- d. Boarders may not have on campus or operate a motor vehicle while at School. If a boarder goes home for an overnight, they may not drive back to campus or drive others. A boarder may request permission from the Houseparent on duty to ride in a vehicle driven by a day student or a friend. The rider and driver must have on file in the Student Life Office "Car Riding and Driving Permission Forms" (completed online by parents/guardians prior to school).

#### **2. Leaving Campus**

- a. Boarding students, upon obtaining the proper permission from the Houseparent on duty, must sign out of and into their Houses when leaving and returning to the School. Students may not attend special events on school nights, e.g. concerts, professional sporting events.
- b. Day trips are permitted on free afternoons during school days and Sundays provided students obtain permission from the Houseparent on duty, sign out of their House, and are back by 7:30pm.
- c. Saturday check-in times are as follows:

|         |              |
|---------|--------------|
| 8:00pm  | III Form     |
| 9:30pm  | IV Form      |
| 11:00pm | All students |
- d. Off-campus includes the neighborhood of King's Grant and the Aquidneck Club grounds. Day and boarding students may walk through King's Grant on route to the coffeehouse, shops, etc., with proper permission from a Houseparent.

3. **Vaping, Tobacco and Nicotine Use** The possession or use of tobacco products or Electronic Nicotine Delivery Systems (E.N.D.S.) or other nicotine delivery devices in any form is prohibited. Students found in violation of this rule, in addition to punishment, are required to meet with a member of the medical staff for counseling. The possession or use of a vaping, Electronic Nicotine Delivery Systems (E.N.D.S.), or other nicotine delivery devices will result in testing for additional substances. The test results will determine whether the student is in violation of additional School rules.
4. **Class and Co-curricular Activities** (athletics, community service, drama): Each unexcused absence results in one hour of morning detention. Two unexcused absences (class or afternoon obligation) result in one demerit. Each subsequent unexcused absence results in a demerit. The accumulation of three demerits normally results in an automatic two-day suspension from School. Upon return to School, another class cut normally results in an appearance before the Discipline Committee for failure to respond to correction. Missing two college counseling meetings is equal to one unexcused absence. Being tardy three times is equal to one unexcused absence. Accumulated tardiness will normally result in morning detention and demerits. Demerits accumulate throughout the school year.
5. **Audio or Video Recording or Photography:** Students may not record (audio or video) or photograph other people on campus or at a School related event unless express permission has been granted. This becomes exceptionally important in areas such as classrooms, houses, bathrooms, bedrooms, locker rooms, day student rooms, and other areas where there is a reasonable expectation of privacy. Students who would like to record classroom proceedings must ask their teacher in advance for permission. If a teacher would like to record classroom proceedings to support learning, they will inform the students that the recording will happen. The Office of Marketing and Communications has the right to record and distribute audio, video and images of students for marketing and communications purposes unless parents have opted out.

Portsmouth Abbey School expects its students to act responsibly and thoughtfully when using technology. All students should manage their online privacy carefully and ensure their online activities are consistent with all School rules and policies.

- 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.
- Unless you have the School's permission to do so, do not use the Portsmouth Abbey School name (including any derivation or shortening of the name) or logo in any way that could be interpreted to suggest the School's endorsement of your social media activity.
- Students are prohibited from engaging in inappropriate communication in any public or private messages, with cell phones or smart devices, as well as in online posts, comments and other content. Inappropriate communication includes, but is not limited to, the following: obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or images typed, posted, or spoken by students; information that could cause damage to an individual or the School community or create the danger of disruption of the academic environment; personal attacks, including prejudicial or discriminatory attacks; harassment or stalking of others; knowingly or recklessly posting false or defamatory information about a person or organization; and communication that promotes the destruction of property, including the acquisition or creation of weapons or other destructive devices. If you are told by another person to stop sending communications, you must stop.
- Students should be aware that taking, sending, receiving or forwarding sexually explicit messages, photos/images, and other media (including audio, video and music recordings) via a computer, digital device or cell phone (commonly known as "sexting,") may subject a student to criminal charges under federal and state laws.
- Students may not use any technology to harass, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behavior known as cyberbullying and will not be tolerated. Any cyberbullying, on or off campus, that is determined to disrupt the safety and/or well-being of the School community is subject to disciplinary action.

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

6. **Visiting Houses:** A student may enter a House of students of the opposite sex to visit in the Common Room with the houseparent's permission, only during the following times:

|          |                |
|----------|----------------|
| Mon-Fri  | 5-7:30pm       |
| Saturday | 12-10:55pm     |
| Sunday   | 10:30am-7:30pm |

7. **Hitch-hiking:** Students are not allowed to hitch-hike.
8. **Library materials:** Students may borrow circulating books for three weeks. A circulating book may be renewed unless there is a hold on it for another patron. Students may not remove reserve and reference books from the library. All circulating books must be returned prior to the end of the term.
9. **Monastic Enclosure:** Students must not enter the monastic enclosure unless accompanied by a monk.
10. **Internet Use:** The Internet is to be used for appropriate reasons. At the opening of school, all students receive a copy of the "Acceptable Use Policy", which outlines our policy on computer use. It is also listed as Appendix B at the back of this handbook. Violations of this policy can result in loss of privileges and/or serious disciplinary consequences.
11. **Student's guests:** A student's friends may visit the School as follows:
- On Sundays from Mass until the start of study hall. They may have brunch and dinner at the School.
  - On Saturdays, guests are welcome after classes until House check-in, and they are also welcome on weekdays for the purpose of attending athletic contests.
  - Guests are welcome in the Student Center and the House common rooms during these times providing the Houseparent gives permission.
  - Upon arrival, the Abbey student host and guest must check-in with the houseparent on duty.
  - Guests may not attend Abbey social events unless special permission is obtained from the Student Life Office.
12. **Overnight/Weekend Policy**
- If a student misses a class during the week and fails to complete the required consequence, he/she will not be allowed overnight permission.
  - Parents and hosts must call or email the Student Life Office with approval by 4pm Friday. (401) 643-1247 or [ecotta@portsmouthabbey.org](mailto:ecotta@portsmouthabbey.org)
  - Students must additionally turn in a form, that has been signed by one of the houseparents, to the Student Life Office by 4pm Friday.

- d. The School reserves the right to deny permission.
- e. Parent hosts are expected to provide adult supervision
- f. The student may depart on Saturday after their last commitment.
- g. Prior to departure, a student must ask for and receive permission to leave from the Houseparent on duty, and he/she must sign out of the house
- h. Upon return from a weekend or overnight, students must check in with the Houseparent on duty and be subject to all School obligations.
- i. Overnights are granted to all students according to the following schedule:
 

|               |            |
|---------------|------------|
| Form III & IV | 2 per term |
| Form V        | 3 per term |
| Form VI       | unlimited  |
- j. Inclusion on the Application/Performance Assessment List (APA List) entitles the student to take one additional overnight the following term. (See "Academic Distinctions.")
- k. Students must return to the School by 7:45pm on the last day of their overnight/weekend, and check-in with the Houseparent on duty. Overnights may be taken only from Saturday, after the last obligation, to 7:45pm Sunday.
- l. The first weekend of the school year and weekends before Term Examinations are considered Closed Weekends and may not be used for overnights.

13. **Sixth Form Weekends** are primarily used for college visits and entitle a Sixth Form student to miss one class day (Saturday or Monday). Sixth Form students are entitled to take one Sixth Form Weekend per term. Sixth Form Weekends must be taken off-campus. Prefects may take two additional weekends per school year; however, they cannot take more than two weekends per term.

- a. At least two class days before the start of the weekend, students must contact the Student Life Office to request a Sixth Form Weekend. Once approved, the student will receive a form to be signed by his/her houseparent, coach, college counselor and the teachers for the classes that will be missed. Teachers may deny permission if a serious class obligation exists.
- b. Sixth Form students must consider their School obligations prior to taking a weekend. All academic obligations must be fulfilled. The weekend before Term Exams may not be used for Weekends. Sixth Form Weekends are usually taken under the following formula:
  - i. from Friday, after last obligation, to 8:00pm, Sunday, or
  - ii. from Saturday, after last obligation, to 8:00pm, Monday

14. **College Visits.** Sixth Form students should use vacation periods, holidays, and Sixth Form weekends for visiting colleges. In exceptional cases, written requests for time off from School to visit colleges must be submitted



by parents to the Student Life Office and approved by the College Counselor no later than three days prior to departure. Fifth Form students normally may not miss School obligations to visit colleges.

15. **Bulletin boards** in all buildings should be used for official notices and displays only. Notices should not be defaced or removed without proper authority. Notices should not be attached to doors, walls, or windows inside or outside the buildings.

## **DRESS CODE**

As a general rule, dress at all times should reflect a spirit of modesty that is consistent with Benedictine, Catholic and traditional culture here at Portsmouth Abbey School. Clothing should be neat and in good repair. **Faculty members are the final judges of what constitutes appropriate dress.**

Dress Code is worn on every class day from 8:15 a.m. until the end of the academic day, in all academic and administrative buildings, and in the Church.

**Warm Weather Dress** begins on the first day of classes. We will change to School Dress later in the Fall Term at the discretion of the Head of School. We resume Warm Weather Dress during the Spring Term at the discretion of the Head of School.

### **Boys**

Collared dress shirt, turtleneck or mock turtleneck  
Dress pants  
Belt or suspenders  
  
Leather dress shoes or leather sandals

### **Girls**

Collared dress shirt, blouse, turtleneck or mock turtleneck  
Dress pants or skirt  
-or-  
Dress  
Leather dress shoes or leather sandals

**School Dress** We begin the school year in Warm Weather Dress. School Dress begins later in the Fall Term at the discretion of the Head of School. School Dress is always worn to Mass on Sunday mornings.

### **Boys**

Blazer or Varsity Sweater  
Collared dress shirt, turtleneck or mock turtleneck  
Dress pants  
Tie  
Belt or suspender  
Leather dress shoes

### **Girls**

Optional: Blazer or Varsity Sweater  
Collared dress shirt, blouse, turtleneck or mock turtleneck  
Dress pants or skirt  
-or-  
Dress  
Leather dress shoes

**Spring Warm Weather Dress** begins during the Spring Term at the discretion of the Head of School and mirrors Warm Weather Dress with the exception that polo shirts may be worn. Boys' shirts must be tucked in and girls' shirts must be neat and modest.

### **Exam Dress**

Exam Dress is Spring Warm Weather Dress.

### **Casual Dress**

Casual Dress is permitted at lunch on Wednesdays and Saturdays only, after the academic day on all other days, on the weekends and other free time and for Dress Down Days. Casual Dress includes relaxed wear, sportswear or athletic wear that is modest and in good taste. Midriff and cleavage must be covered. No pajamas or slippers. Clothing may not have inappropriate or offensive images or innuendos, and may not depict or refer to drugs or alcohol. Students must dress respectable in the Dining Hall at all times which includes covering the chest, midriff and cleavage.

### **Please note the following definitions and clarifications:**

**Blazer** – This includes blazers and sport coats of any color.

**Varsity Sweater** – Varsity sweaters may be purchased through the Athletic Office only. Varsity jackets are not considered sweaters. Varsity sweaters are not permitted at Sunday morning School Mass.

**Dress pants** – Dress pants include cotton, poly/cotton blends, wool, or wool blends. Pants that are denim (any color) or have extra pockets (cargo style) are NOT permitted. Leggings/Jeggings and tights are not considered dress pants.

**Collared Dress Shirt** – Dress shirts must button down the front and have a collar. Flannel or denim shirts are not permitted. Boys' shirts must be tucked in and girls' shirts must be neat, modest and buttoned appropriately.

**Blouse** – A modest dress shirt with or without a collar, with or without buttons, that is made of a woven material (not a knit material typical of t-shirts). Blouses must be modest and completely cover the shoulders, midriff, back and cleavage.

**Leather Dress Shoes** – Shoes must be leather and do not include sneakers, slippers or moccasins. If shoes have laces, they must be tied. Sneakers are defined by a tape of foxing of any color, separate from the sole and upper, that secures the joint where the upper and sole meet.

**Skirt** – Skirts must be no shorter than 3 inches above the knee when standing straight. No denim.

**Dress** – Dresses must be no shorter than 3 inches above the knee when standing straight. Dresses must be modest and completely cover the shoulders, midriff, back and cleavage. T-shirts may not be worn with dresses. Spaghetti strap and sleeveless dresses must be worn with a sweater or a blazer at all times. No denim.

**Sweaters** – Sweaters may be worn as layers for added warmth, but may not take the place of a required dress code item. For example, a quarter zip sweater may be worn over a collared dress shirt, turtleneck or blouse, but it may not take the place of any required dress code item.

**Sweatshirts** – Sweatshirts are NOT part of Warm Weather Dress, School Dress or Spring Warm Weather Dress. They are only permitted as Casual Dress.

**Midriff, Chest and Cleavage** – Midriff, chest and cleavage must be covered at all times while in Warm Weather Dress, School Dress, Spring Warm Weather, and Casual Dress.

**Grooming and Personal Adornments** – Boys must be clean shaven. Piercings for boys and girls in visible areas other than the ears are not allowed.

**Hats** – Hats may be worn outside and in Houses, athletic buildings and the Student Center only.

### **Etiquette Notes**

**Headphones/earbuds** - Personal listening devices should not be used outside of the Houses. We encourage all students to keep their eyes up and be open to interactions with others.

Personal listening devices may never be used in the Dining Hall, and they may only be used in an academic building if required for a class.

**Cell phones** may never be used in assemblies, church, academics buildings, Dining Hall, or in the Administration building. Cell phones may be used in the Science Building Commons and Student Center.

### **Day Student Rules**

Day students are integral and valued members of the student body at Portsmouth Abbey School. Day students are bound by all School rules and policies while School is in session. Except for not remaining on campus overnight, day students should be as involved with daily activities as residential students, and as such they are members of a specific House. The following are rules that apply specifically to day students.

## **Hours**

1. On days when there are evening Study Halls scheduled, all Third and Fourth Form day students are required to leave the campus by 8:00pm unless they have a specific School sponsored commitment. In this case they are required to leave the campus when the sponsored commitment is over. These students are allowed to use the library 8:00 - 9:50pm provided they have a note from a Faculty member. Fifth and Sixth Form day students who need to use the Library may remain on campus until 9:50pm providing they follow the published House/Library rules.
2. Day students must obtain permission from the Houseparent on duty to walk off-campus during the day.
3. All day students are expected to attend required scheduled events. Events are listed on various calendars and the School's website.

## **Absences**

1. In cases where illness or medical appointments require absence from School or afternoon commitments, a parent must call the Infirmary (643-1233) or email [attendance@portsmouthabbey.org](mailto:attendance@portsmouthabbey.org), between 7:30am and 8:30am to report the absence.
2. In the case of an extended illness, the Office of Academic Affairs must also be contacted for school work.
3. Upon return to School after an illness, a student may be required to provide a doctor's note.

## **Day Student Overnights on Campus**

Day students may spend an overnight in a House if inclement weather prevents safe travel. Parents must contact the houseparent on duty.

## **Automobiles**

1. Day students wishing to drive a car to and from School each day must have a completed car privileges form on file in the Student Life Office, and obtain the appropriate windshield decal. Day students may ride with other day students if his/her parents have indicated their permission on the car privileges form.
2. Students are required to park in the Hockey Rink Parking Lot.
3. Students may not use their cars between arrival and the end of their last School obligation before dinner. They may leave after this, and return for evening obligations (mandatory lectures, plays, extracurricular activities, extra help).
4. Students are not permitted to drive on the Manor House Road.
5. Under no circumstances may day students drive boarding students in their cars without the boarding student obtaining the necessary permission in each instance and signing in and out of the House.
6. Driving is a privilege which may be withdrawn by the Dean of Residential Life or Dean of Students if abused.

## INTERPERSONAL RELATIONS

### General Relations

As a Catholic School grounded in the Benedictine tradition, Portsmouth Abbey regards each of its members as a child of God, made in His image. We value each of our students and hold high standards for human interaction for our community. We are enriched by the diversity of our members, and therefore recognize and respect differences in gender, religion and ethnicity. We seek to ensure a community of mutual respect, tolerance, and sensitivity, and therefore uphold certain guidelines for appropriate behavior.

Verbal or physical behavior that violates the Christian rule of love and respect for one's neighbor is unacceptable. Such behavior – behavior that fundamentally treats another human person as an object – will not be tolerated. It includes unwelcome or inappropriate physical advances or aggression, derogatory or abusive comments and remarks. It can occur between members of our community or between groups. If behavior appears to be inappropriate, whether between students or between adults and students, please say something to an adult, such as a houseparent, advisor, faculty member, administrator, or a member of the Infirmary staff. It should be understood that all rules apply to social media. In particular, attacking someone anonymously through social media or other means may lead to dismissal for a first offense.

Some examples of unacceptable behavior include

- hazing and threats
- comments which are demeaning to a student's identity
- coercion or pressure for sexual activity, whether expressed or implied
- obscene or suggestive remarks or jokes; abuse and insults, whether spoken or written
- display of explicit, offensive or demeaning materials
- actions that violate fundamental tenets of human dignity

You should follow this procedure if you feel you have been harassed:

1. Let the offending person or people know you want the behavior to stop. Say NO firmly! Look directly at them with a straight face to give a clear message about how you feel. Do not apologize.
2. Promptly contact someone at School about the situation, such as a Houseparent, advisor, faculty member, administrator, or a member of the Infirmary staff.
3. Keep a record of when, where and how you have been mistreated. Include witnesses, direct quotes, actions, evidence, and any written communication.

A response from the School to the situation will be made in consultation with the person making the complaint. Each person at Portsmouth Abbey School has the right to participate fully in the life of the School without harassment.

### Relations Between the Sexes

Portsmouth Abbey School seeks to foster healthy, respectful, and chaste relationships between young men and women. Our mission speaks of “reverence for God and the human person.” We hope that at Portsmouth Abbey young men and women will learn to revere, respect, and honor each other. Such reverence involves reserving sexual intimacy for marriage and regards sexual intimacy outside of marriage as wrong. By enrolling in the School, a student agrees to accept the Christian standard of self-discipline established for the conduct of its members. The following rules apply for the safeguarding of that standard:

1. A student may not receive any member of the opposite sex as a guest in a House Room.
2. Students will not engage in inappropriate public displays of affection.
3. Students will not possess or view pornography, which by its very nature turns the other into an object.
4. Students will not engage in acts that dissociate sexual intimacy from love and commitment, i.e., outside of marriage.

Unfortunately, students are exposed to many societal pressures which can lead them to make poor choices. One of the facts of contemporary society is teenage pregnancy. If a student were to become pregnant, we would follow a policy formed by compassion for the student and family.

### **MANDATORY REPORTING**

All persons in Rhode Island are required by law ([RIGL 40-11-3](#)) to report known or suspected cases of child abuse and/or neglect to the Department of Children, Youth and Families (DCYF) within 24 hours of becoming aware of such abuse/neglect.

#### **A report is required when:**

- There is reasonable cause to know or suspect that a child has been abused, been neglected, been a victim of sexual abuse by another child or has died.
- A physician, certified registered nurse practitioner or other health care provider is involved in the delivery or care of infants born with or identified as being affected by substance abuse or withdrawal symptoms resulting from prenatal drug exposure, or a fetal alcohol spectrum disorder, or has cause to suspect that a child coming to him or her for examination, care or treatment is an abused or neglected child or when he or she determines that a child under the age of 12 has a sexually transmitted disease.

## **Reports are made to:**

- The Department of Children, Youth, and Families Hotline (1-800-742-4453/1-800-RI-CHILD). All calls are recorded. You may call anonymously 24/7; or
- Online (at: <https://dcyf.ri.gov/services/child-protective-services>); or
- An agent of the Department of Children, Youth and Families

## **Definitions**

“Abused or neglected child” means a child whose physical or mental welfare is harmed or threatened with harm when a parent or other person responsible for child’s welfare:

- inflicts or allows to be inflicted upon the child physical or mental injury (including excessive corporal punishment);
- creates or allows to be created a substantial risk thereof (including excessive corporal punishment);
- sexually abuses the child (or allows such acts to be committed);
- fails to supply the child with adequate food, clothing, shelter, or medical care, though financially able to do so or offered financial or other reasonable means to do so;
- fails to provide the child with a minimum degree of care or proper supervision or guardianship because of his or her unwillingness or inability to do so by situations or conditions such as, but not limited to, social problems, mental incompetency, or the use of a drug, drugs, or alcohol to the extent that the parent or other person responsible for the child’s welfare loses his or her ability or is unwilling to properly care for the child;
- abandons or deserts the child;
- sexually exploits the child in that the person allows, permits or encourages the child to engage in prostitution

## **SEXUAL MISCONDUCT POLICY**

Sexual misconduct is any unwelcome behavior or attempted behavior of a sexual nature that is enacted on another person without that person’s consent. Sexual misconduct need not be intentional. The intent of the person who is alleged to have committed such behavior may not be relevant to determining whether a violation has occurred.

Sexual misconduct can arise from many different types of unwelcome verbal, nonverbal, physical, and online conduct ranging from sexual gestures or teasing to sexual assault, sexual violence, sexual conquest games, domestic and dating violence, stalking, and other covert activity. Examples of such conduct and behaviors that may lead to a finding of sexual misconducts include, but are not limited to, the following:

- Verbal: Sexual remarks, comments, jokes and innuendoes, communicating unwelcome stories about someone's social or sexual life, and propositions or pressure for social or sexual contact
- Non-verbal: The display of sexually explicit stares, gestures, or suggestive pictures, including secretly video recording sexual acts or objects
- Physical: Unwanted touching, patting, grabbing, or pinching, including sexual assault, domestic violence, dating violence, stalking, and rape
- Online: Sexual voyeurism, unwanted sexual exposure, distribution of recordings without consent, or cyberstalking via email, text, social media, or any other online/digital platform or service.

Sexual harassment is conduct on the basis of sex that is any of the following:

- Quid pro quo harassment by an employee, meaning an employee conditioning educational benefits on participation in unwelcome sexual conduct
- Hostile environment sexual harassment, meaning unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the school's education program or activity ... sufficiently severe or pervasive to alter the condition of a student's education because of discrimination, harassment, hazing or bullying
- Sexual advances (either verbal or physical), request for sexual favors and other verbal or physical conduct of a sexual nature which affects a student's emotional well-being or interferes with a student's academic performance or participation in co-curricular or extracurricular activities, or which has the purpose or effect of creating an intimidating, hostile, or offensive learning or social environment.
- By the same token, harassment of an adult by a student or by another adult may have legal implications.
- 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; spreading rumors or lies about someone in person or online
  - sexually suggestive or foul language; sexual jokes
  - demanding sexual favors
  - forcing sexual activity by threat of punishment or offer of employment or educational reward
  - 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 someone to socialize or for a date after they have said no

Educator sexual misconduct toward students may include behaviors including but not limited to:

- Preferential treatment and/or requests to meet in isolation
- Inappropriate sharing of personal information, stories, etc., and/or requests that a student do the same
- Requiring students to keep secrets
- Giving romantic or personal gifts
- Sharing pornographic images, jokes, etc. with students
- Online interactions in which personal information is exchanged
- Taking and/or sharing sexual videos/pictures
- Demanding sexual favors in return for a grade
- Providing alcohol, tobacco or drugs to students
- Touching that a reasonable person would deem inappropriate, for example touching the groin, breasts, thighs, etc. either directly or through clothing

Sexual misconduct by educators with students as a possible criminal offense (see “State Laws” section).

Educator sexual misconduct is forbidden on- and off- campus.

If a student believes that an employee has crossed boundaries, they should remove themselves from the situation immediately and tell a trusted adult. If a student is unsure about whether boundaries have been crossed, they should still tell a trusted adult.

There may be instances when it is appropriate for an educator to touch a student. For example, if a student in distress requests a hug, high fives, fist bumps and shoulder pats, etc. It may be necessary for a coach to touch a student to demonstrate proper form or technique within the curriculum of an after-school activity.

In all circumstances, it is vital that students trust their instincts. If they experience or witness something that “feels wrong” but they are not sure why, they should always report.

Portsmouth Abbey School condemns and expressly prohibits sexual contact or relationships between employees or school-affiliated adults and students.

Any individual who violates the sexual misconduct policy will be subject to training or appropriate disciplinary action. This may include, but is not necessarily limited to, up to and including student expulsion, termination of employment, loss of access to school property, loss of school business. The

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

When Portsmouth Abbey School receives information that a community member or friend of the school (volunteer, parent, donor, former student, board member), vendor, or contractor has engaged in sexual misconduct, regardless of where it occurred the School may alter or terminate that individual's participation in the community, access to campus, and/or contracted work.

### **Federal Law**

The School recognizes that sexual misconduct is a form of discrimination on the basis of sex prohibited under Title VII of the Civil Rights Act of 1964, as amended in 1972 and 1991, and Title IX of the Education Amendments Act of 1972.

### **State Laws**

In Rhode Island, a person under 16 years of age cannot give consent to sexual activity. The School will report all instances of sexual abuse or suspected statutory rape to the local authorities. The School will report all sexual activity involving a student under 16 years of age to the Portsmouth Police Department and the Department of Children Youth and Families.

### **SEXUAL ASSAULT IN THE FIRST DEGREE**

Definition: Sexual penetration with another person if:

The accused knows or has reason to know that the victim is mentally incapacitated, mentally disabled, or physically helpless;

- The accused uses force or coercion;
- The accused, through concealment or by the element of surprise, is able to overcome the victim; or
- The accused engages in the medical treatment or examination of the victim for the purpose of sexual arousal, gratification, or stimulation.

Statutory citation(s): R.I. Gen. Laws § 11-37-2

### **SEXUAL ASSAULT IN THE SECOND DEGREE**

Definition: Engaging in sexual contact with another person if:

- The accused knows or has reason to know that the victim is mentally incapacitated, mentally disabled, or physically helpless;
- The accused uses force, element of surprise, or coercion; or
- The accused engages in the medical treatment or examination of the victim for the purpose of sexual arousal, gratification, or stimulation.

Statutory citation(s): R.I. Gen. Laws § 11-37-4; see also id. § 11-37-1 (definitions); § 11-37-5 (penalty).

### **SEXUAL ASSAULT IN THE THIRD DEGREE – STATUTORY RAPE**

Definitions: For purposes of this chapter, “position of authority” means and includes, but is not limited to, any person who is acting in the place of a parent

and charged with any of a parent’s rights, duties, or responsibilities to a person under the age of eighteen (18) years, or a person who is charged with any duty or responsibility for the health, welfare, or supervision of a person under the age of eighteen (18) years, either independently or through another, no matter how brief, at the time of the act.

**b)** A person is guilty of third-degree sexual assault if:

**(1)** He or she is over the age of eighteen (18) years and engaged in sexual penetration with another person over the age of fourteen (14) years and under the age of consent, sixteen (16) years of age; or

**(2)** He or she is over the age of eighteen (18) years and engaged in sexual penetration or sexual contact with another person over the age of fourteen (14) years and under the age of eighteen (18) years, under circumstances whereby:

**(i)** The accused has supervisory or disciplinary power over the victim by virtue of the accused’s legal, professional, or occupational status; or

**(ii)** The accused is otherwise acting in a position of authority with respect to the victim.

**(iii)** It shall not be a violation of subsection (b)(2) of this section if the parties are:

**(A)** Engaging in sexual penetration or contact consensually;

**(B)** Between the ages of sixteen (16) and twenty (20) years; and

**(C)** No more than thirty (30) months apart in age.

Statutory citation(s): R.I. Gen. Laws § 11-37-6 P.L. 1979, ch. 302, § 2; P.L. 1988, ch. 219, § 1; P.L. 2022, ch. 153, § 1, effective June 27, 2022; P.L. 2022, ch. 154, § 1, effective June 27, 2022.

## **Child Sexual Abuse**

Child sexual abuse is a form of child abuse that includes sexual activity with a minor. When a perpetrator engages with a child this way, they are committing a crime that can have lasting effects on the victim for years. Child sexual abuse does not need to include physical contact between a perpetrator and a child.

Some forms of child sexual abuse include (but are not limited to):

- Exhibitionism, or exposing oneself to a minor
- Fondling
- Intercourse
- Masturbation in the presence of a minor or forcing the minor to masturbate
- Obscene conversations, phone calls, text messages, or digital interaction
- Producing, owning, or sharing pornographic images or movies of children
- Sex of any kind with a minor, including vaginal, oral, or anal
- Sex trafficking

- Any other contact of a sexual nature that involves a minor.

Sexual misconduct by an educator falls into the category of sexual abuse, which, according to the Rape, Abuse and Incest National Network (RAINN), means that survivors could suffer from psychological, emotional, or physical effects. These effects can include general symptoms of depression, flashbacks, and post-traumatic stress disorder. Sexual abuse can lead to other ramifications, including self-harm, sexually transmitted infections (STIs), substance abuse, dissociation, eating disorders, pregnancy, sleep disorders, and suicide, among others.

<https://www.innocentlivesfoundation.org/sexual-misconduct-in-the-classroom-everything-you-need-to-know/#:~:text=Sexual%20misconduct%20by%20an%20educator,and%20post%20traumatic%20stress%20disorder.>

Adult-to-Adult sexual harassment is expressly forbidden and addressed in the Employee Handbook. Adult-to-Student sexual harassment is expressly forbidden and will include repercussions up to and including termination of employment.

### **Scope of Policy**

The Portsmouth Abbey School's Sexual Misconduct Policy prohibits sexual misconduct on school grounds and at School-sponsored events or activities that are on- or off-campus, including school-sponsored trips. It also covers conduct expectations for all students, employees, and campus residents. If Portsmouth Abbey School receives information that a community member or friend of the school (board member, faculty child living in campus housing, volunteer, parent, donor, former student), vendor, or contractor has engaged in sexual misconduct, regardless of where it occurred the School may alter or terminate that individual's participation in the community, access to campus, and/or contracted work.

### **Reporting**

Reporting sexual misconduct can be difficult; and students or adults who have experienced it (or witness such behavior) may experience a multitude of emotions when considering whether to report the conduct. Portsmouth Abbey School encourages anyone who has experienced or witnessed misconduct to prioritize their personal safety and physical/emotional well-being by seeking support as soon as possible. Please call 911 for an immediate need for police and/or medical attention.

Students, families and employees may report concerns (e.g., red flag or inappropriate behaviors and policy violations) to the primary contacts listed below, or any employee of Portsmouth Abbey School, including houseparents, teachers, coaches, advisors, etc. Reports may be based on facts, reasonable belief or suspicion and they may be made at any time, including outside regular business hours.

The primary contacts for incidents involving students are:

Mr. Clarence Chenoweth, Dean of Students  
Office: Administration building, first floor  
PH: 401.643.1277  
Email: [cchenoweth@portsmouthabbey.org](mailto:cchenoweth@portsmouthabbey.org)

Mrs. Paula Walter, Dean of Student Life  
Office: St. Brigid's House  
PH: 401.643.1380  
Email: [pwalter@porstmouthabbey.org](mailto:pwalter@porstmouthabbey.org)

Mrs. Cat Caplin, Director of Residential Life  
Office: Administration building, second floor  
PH: 401.643.1390  
Email: [ccaplin@portsmouthabbey.org](mailto:ccaplin@portsmouthabbey.org)

The primary contacts for incidents involving employees are:

Mrs. Kristie Garcia, Human Resources Coordinator  
Office: Administration building, second floor  
PH: 401.643.1222  
Email: [kgarcia@portsmouthabbey.org](mailto:kgarcia@portsmouthabbey.org)

Dr. Ellen Eggeman, CFO  
Office: Administration building, second floor  
PH: 401.643.1227  
Email: [eggeman@portsmouthabbey.org](mailto:eggeman@portsmouthabbey.org)

If the designated contact(s) are the subject of a complaint or concern, the community member may contact:

Mr. Matt Walter, Head of School  
Office: Administration building, second floor  
PH: 401.643.1240  
Email: [mwalter@portsmouthabbey.org](mailto:mwalter@portsmouthabbey.org)

Any person who believes

1. they have been hazed, harassed, discriminated against, assaulted, or bullied
2. has witnessed such an incident
3. otherwise has relevant information about such an incident

should bring the matter immediately to the attention of the contacts listed above, or to any trusted adult employee with whom they are comfortable speaking.

#### Any family member

1. who has directly witnessed
2. has relevant information about
3. is the parent/guardian of a student who has witnessed
4. is the parent/guardian of a student who has relevant information about or
5. is the parent/guardian of a student who is the target of discrimination, harassment, hazing, or bullying, is urged to promptly notify the Dean of Students or any employee

#### Any person who

1. has experienced
2. has witnessed
3. possesses relevant information about retaliation in violation of this policy or
4. knows of another person who has been retaliated against, is urged to promptly notify the Dean of Students, the Human Resources Department, or any employee

Portsmouth Abbey School employees who witness or otherwise become aware of discrimination, harassment, hazing, bullying, or assault, or who become aware of retaliation, are required to report it immediately to their supervisor, the Dean of Students or Human Resources Department. Such reporting does not discharge the obligation of the employee to report actions covered by reporting laws to the appropriate legal authority. (See “Mandatory Reporting” for more information.)

Any employee who receives a complaint and is unsure of the appropriate channels for reporting may reach out to their supervisor or any primary contact and should do so without delay.

Students who are unsure about who to contact may refer to the Supportive Resources for Students list in the back of the Student Handbook and posted in every building on campus.

#### **False allegations/reports**

Any person who knowingly, maliciously, or recklessly makes a false complaint or allegation will be subject to discipline. Allegations of bullying, harassment, discrimination, hazing, assault, and similar actions are incredibly serious and could be severely damaging to innocent people.

Candor and honesty are required of all participants in the investigative process, including people who witnessed but did not engage in the conduct in question. Students and employees are expected to cooperate fully in an investigation. Failure to cooperate is subject to disciplinary response. Abuse of the process,

including falsifying information, will result in disciplinary action, up to and including student dismissal or employee termination.

### **Anonymous reports**

Any person may make an anonymous report. The School is sensitive to and supportive of people who may not feel comfortable coming forward, and it wants to remove barriers to reporting. However, anonymous reporting can make investigation and corroboration difficult. Primary contacts will still work to substantiate/investigate anonymous reports, but may not be able to do so. No disciplinary action may be taken against a student or employee solely on the basis of an anonymous report.

### **Reports in good faith**

Any person who promptly reports, in good faith, an act of hazing, harassment, discrimination, assault or bullying to the appropriate school official shall be immune from a cause of action for damages arising from reporting. Reporters should have facts, reasonable belief or suspicion in order to report.

### **Privacy**

Members of the investigation team will work to ensure privacy to the extent possible. Only the reporting parties, the Head of School, the investigation team members and others as necessary (e.g., legal counsel, external investigators) are privy to the details. Names of involved individuals are disclosed only as needed.

Confidentiality cannot be promised to students, families, alumni or any other person who comes forward with an allegation of harassment, discrimination, hazing, bullying, assault, or retaliation, because information must be shared in order to conduct an effective investigation and fulfill reporting obligations. The School releases information concerning complaints of harassment, discrimination, hazing, bullying, assault, and retaliation on a need-to-know-basis.

### **Response**

The School will respond promptly to remedy a hostile environment and will follow outlined procedures.

The School reports all incidents of unlawful behavior to appropriate law enforcement officials as required by law.

When a concern/issue is brought forward

1. The safety of individuals and the community will be secured
2. The School will fulfill all reporting requirements; law enforcement involvement may preclude the respondent's ability to remain in the community and may delay the investigation
3. A preliminary review by primary contacts in Student Life or Human Resources as appropriate, and the Head of School, will determine the need for an internal or external investigation

4. See “Investigations” for more information

The Dean of Students or Human Resources Department as appropriate will communicate the outcome of the investigation to the involved parties as confidentiality allows.

### **Retaliation**

Retaliation is any form of intimidation, threat, coercion, discrimination, reprisal or harassment directed against a student who makes a good faith report of discrimination, harassment, hazing or bullying; provides information during an investigation of such behavior; or witnesses or have reliable information about such behavior. Retaliation will not be tolerated and will be subject to the same strict discipline as harassment, discrimination, hazing or bullying itself.

Individuals who are not complainants, but who participated in an investigation, e.g. witnesses, will also be protected from retaliation under this policy. Note that exercising First Amendment rights does not constitute prohibited retaliation. Retaliation incidents should be reported immediately to the Dean of Students or Human Resources office, as appropriate.

### **Investigations**

#### **Requirements**

Investigations will be timely, impartial, thorough, and professional.

#### **Who can investigate (internal)**

The Dean of Students, Dean of Student Life, Director of Residential Life, Human Resources Coordinator, CFO, or Head of School designee may conduct internal investigations.

#### **When to investigate**

When the School received a complaint, report, or becomes aware of alleged bullying, harassment, discrimination, hazing, assault, red flag or inappropriate behaviors, or policy violations, an initial assessment by primary contacts (Student Life or Human Resources) and the Head of School will be done to determine if:

1. The matter should be reported to the police, child protective services, or another authority designated under state law
2. The school has sufficient information to conduct an internal investigation
3. An investigation cannot be conducted (e.g., no names, dates, or similar sufficient information was provided). Documentation of such will be made and kept in the Dean of Student Life office.

Community health and safety will guide the investigation, along with care for the dignity and privacy of involved parties. The School will not take on the role of investigating violations of policy or allegations of abuse if an initial



assessment indicates the investigation will require professionals with training superior to that of primary contacts. The School realizes the importance of a victim-centered and trauma-informed responses in allegations of abuse. The School will retain outside assistance in these and similar situations.

## **How to investigate**

The goal of investigations is to determine and document what happened, what harm — if any — resulted, and the scope and nature of available evidence, including both evidence that is inculpatory and exculpatory. To protect parties' privacy, and to avoid overburdening the parties, before conducting interviews investigators should plan how to best collect relevant information in a manner that limits redundant or unnecessary interviews. Follow-up interviews about new information may be necessary.

If an investigation includes the police, child protective services, or other authority designated under state law, the School will comply with all requirements and work with the external organization to facilitate a timely, impartial, thorough and professional process. The School identifies potential rule violation(s) and works with counsel to frame the scope of the investigation. Counsel identifies and contracts with external investigators, and guides the School in conducting a parallel, contemporaneous, or phased inquiry about violations of policy.

An internal investigation will include an identification of the potential rule violation(s), the scope of the investigation, and the identity of the investigation team. The investigation team may be made up of primary contacts and others as designated by the Head of School.

Information gathering by the investigation team will take place with relevant parties:

- The reporter's physical safety and mental health will be of primary concern; the Dean of Students or Human Resources Office will make accommodations for interim physical safety and mental health (e.g., offer infirmary care and/or counseling, make class or house changes, etc.)
- Students are informed that they have the opportunity to be accompanied by a friend and/or trusted adult for conversations
- The retaliation policy and privacy policies are reviewed
- Reminders will be offered about support services available (e.g., counseling services)
- Reminders will be offered that the purpose of the conversation is to gather facts, not for the investigation team to determine responsibility/fault
- Conversations will be held in neutral, private locations where interviewees will feel safe and comfortable to speak candidly

- Conversation schedules will allow sufficient time between interviews to limit the potential for encounters between parties/witnesses

Dean of Students will notify parents/guardians if their son/daughter is involved in an investigation, and keep them informed about progress.

Written notes/recordings will be shared with the investigation team and Head of School.

Any delays in investigations will be documented (e.g. holiday breaks).

Disciplinary actions according to policy will be enacted.

Offending parties will have the opportunity to engage in restorative actions as appropriate (e.g., apologies, service to the community, demonstration of learning, etc.)

Support will be offered to victims as guided/recommended by the infirmary and investigation team. Appropriate adults will be notified so they can provide additional support. (e.g., advisors, houseparents, etc.)

### **Results of Investigations**

Throughout an investigation and upon completion, the progress and results of an investigation will be shared with primary contacts and the Head of School.

The Dean of Students will communicate with involved parties regarding student issues. A Blue Sheet notification will be emailed to faculty members with information about the situation as appropriate. The Human Resources Office will communicate with involved parties regarding employee issues.

### **Records**

Records of allegations and steps taken to respond to them are maintained by the Human Resources Department or Dean of Students, as applicable.

### **Post-Investigation**

Primary contacts will review all investigations after their conclusion to look for ways to achieve systemic improvements, and they will make recommendations to the Head of School for such improvements.

## **DISCIPLINARY PROCEDURES**

### **General**

Respect for rules and laws, self-discipline, and respect for the rights of others are all necessary attitudes for your development into a young adult who can live responsibly in society. The disciplinary system exists in order to promote reverence, respect and responsibility within our community. The overarching

goal of the disciplinary system is your development into a young adult with the attributes necessary to be contributing members of society beyond Portsmouth Abbey School. Therefore, every attempt will be made to apply the rules consistently, but they will not be applied blindly without consideration of individual circumstances.

The Houseparent handles routine disciplinary matters; more serious cases will be referred to the Dean of Students. The Dean may convene the Discipline Committee as appropriate, such as in cases when major School rules have been breached. It may also be convened if a student is knowingly in the presence of a major School violation. Every effort will be made to administer cases as quickly and fairly as possible. The results of disciplinary action will be communicated to parents as soon as possible.

In accordance with the Principles of Good Practice outlined by the National Association for College Admission Counseling, Portsmouth Abbey will report any change in status for a student that occurs during the Sixth Form year. A change in status includes suspension, probation, dismissal, withdrawal, or extended leave of absence. Students are urged to write to all colleges to which they have applied explaining their change in status before the College Counseling office contacts college admission offices. Students should consult with the College Counseling Office before sending their explanation.

In addition, if a college asks about discipline probations, suspensions, or expulsions that have occurred during a student's secondary school career on its application, students are expected to answer honestly and offer a simple explanation. College counselors should review the student statement and confirm the statement's truthfulness in the college counseling recommendation letter. Withdrawal is noted on the student's transcript, but suspensions and leaves of absence are not.

### **Disciplinary Tools**

- 1. Dismissal or suspension** is recommended in cases involving a serious breach of School rules where it is thought that a student's separation from the School community is in the best interest of all concerned. Suspension may be for a specified number of days or it may be indefinite, requiring a petition to the Head of School for reinstatement. In the latter case, a minimum number of days of suspension is indicated at the time of suspension. In exceptional cases suspension may involve campus restriction and morning detention.
- 2. Disciplinary Probation** may be imposed by the Discipline Committee or by the Dean of Students. A student on Disciplinary Probation will normally be dismissed from the School in the event of another major violation or a series of minor violations.

3. **Disciplinary Warning** may be imposed by the Discipline Committee or Dean of Students. A subsequent violation of a major School rule or a series of minor violations will be treated more seriously.
4. **No Use Contract** is implemented as part of the punishment for substance abuse. Students agree to be randomly tested for the remainder of their Portsmouth Abbey career. A student who tests positive while on a No Use Contract will normally be dismissed from the School.
5. **Random Testing** may be required as punishment for being in the presence of alcohol or drug use. Should the student test positive, the normal punishment for alcohol or drug use will be imposed, including the implementation of a No Use Contract.
6. **Demerits** are given for various offenses. They may be given singly or several at a time. Accumulation of three demerits during a single school year carries an automatic suspension from the School. Demerits are erased from the student's record at the end of each school year.
7. **Morning Study/Work Squad** will be conducted Monday – Thursday, 6:00am –7:00am. Students may choose which day they will attend morning study/work squad. If a student has not completed his/her assigned morning study hour(s) for the week by 7:00am on Thursday, he/she may be restricted to campus for that weekend and required to attend Saturday night study hall, 6:30pm - 8:00pm. Failure to complete morning study for the week may also result in an additional 30 minutes of study/work time.
8. **Campus restriction, House work:** A student guilty of infractions of School or House rules may be assigned to one or more of the above by his/her Houseparent or by any other member of the Faculty through the Dean of Students' office. Failure to complete the penalty as specified will result in additional disciplinary measures.
9. **Academic penalties:** If a student misses a class without approval, disciplinary action will be taken. Additionally, a grade penalty may be imposed and missed work may not be accepted.

### **House Discipline**

The Houseparent, and the Prefects under a Houseparent's supervision, may use discretion in imposing disciplinary measures for minor offenses against good order. Disciplinary measures include but are not limited to: on bounds (restricting a student to campus), taking away privileges, and House work.

### **Discipline Committee**

1. When a student violates a major School rule or repeatedly breaches other School rules, this group may be convened to impose punishment, or to recommend whether a student should remain at the School. The Committee is convened at the discretion of the Dean of Students, who serves as the Chair. The Committee consists of three additional

members of the Faculty and three students. The quorum for a meeting of the Committee is five members.

2. The Discipline Committee meeting proceeds as follows:
  - a. With the student in question not present, the chairperson summarizes the facts of the incident. The student's disciplinary file is reviewed and any letters dealing with prior disciplinary matters are read.
  - b. The student, with their advisor or other faculty member of their choice present, then has the opportunity to explain the behavior in front of the Committee, and the members of the Committee may question the student at that time. Lying before the Committee is grounds for dismissal.
  - c. The student and their faculty representative then leave, and the Committee considers the facts, taking into consideration circumstances and the student's record, decides on the appropriate response and presents their recommendation to the Head of School for approval.

### **Honors Committee**

1. When a student violates a rule regarding Academic Honesty, this group may be convened to impose punishment or to recommend whether a student should remain at the School. The Committee is convened at the discretion the Dean of Academics who serves as the Chair. In addition to the Dean of Academics, the Committee consists of the Dean of Students, two members of the Faculty, and three students (one from the Fifth Form and two from the Sixth Form). The quorum for a meeting of the Committee is five members. The Chair of the Committee votes to break a tie.
2. The Honors Committee meeting proceeds as follows: The chairperson summarizes the facts of the incident. Any previous academic honesty violations are reviewed. The student, with their advisor or other faculty member of their choice, then has the opportunity to explain their behavior in front of the Committee, and the members of the Committee may ask questions. The student then leaves, and the Committee considers the facts, taking into consideration circumstances and the student's record, and the Committee decides on the appropriate response. The Committee then makes a recommendation to the Head of School who must approve the Committee's recommendation. The penalty for violating the Honor Code will normally result in the student being withheld from the Dean's List, the Honors List, and the APA list for the year.

### **Special Permissions**

Students desiring Special Permission to miss School obligations must have their parent/guardian make a request to the Student Life Office, as early as possible, but not later than three school days before the event. Missing a School obligation for a medical reason is handled by the Infirmary. Special Permission is granted by the Director of Residential Life, in consultation with the Dean of Academics, only in the case of emergencies or extraordinary circumstances, i.e., funerals, weddings, graduations. If a student is absent from School without approval, disciplinary action will be taken, and the student may be penalized up to three points from the marking period average for each class missed. The student will also receive an "F" for any missed work *and will not be allowed to make-up missed work*.

### **PROCEDURES IN THE EVENT OF SNOW**

When a decision is made to cancel or delay classes, notification is placed on the School's website and sent to the RI Broadcaster's Association, typically by 6:30am, which then forwards the announcement to nearly all local TV and radio stations. Day student families should contact the Student Life Office if travel conditions will prevent or delay their student's attendance.

If snow begins while classes are in session, day students are urged to complete classes. Parents of day students may pick up their son or daughter or call the School to give permission for their child to drive home.

Please note that School will not be canceled during exam weeks. Day students who are unable to get to School for an exam because of poor weather conditions should have their parents call the Office of Academic Affairs to reschedule.

### **PROCEDURES IN THE EVENT OF AN EMERGENCY SCHOOL CLOSING**

In the event that we have to close the School and send students home for a health crisis or other emergency, all families should have a primary and secondary host within a reasonable distance of the School. Although it is difficult to anticipate the full extent of any situation, our hope would be to release students before travel difficulties became severe. Depending on the nature of the emergency, travel by plane, train and even bus could be disrupted.

Please consider where your child should go, how he or she would get there and what resources would be necessary for travel and to stay with a host temporarily. Families should identify a family member or family friend within a reasonable distance with whom the student could stay if travel became difficult. This information has already been requested from parents and should be on file in the Student Life Office.

### **LIFE WITHIN THE HOUSE**

#### **House Permission**

It is a traditional and important courtesy that students visiting Houses other than

their own notify a Houseparent or a Prefect of their presence and ask for House permission.

## **Rooms**

1. Students have the right to use their room without being disturbed by unwanted company. A student sharing a room must respect the rights of a roommate.
2. A student may not enter another student's room without the presence and explicit permission of the occupant.
3. School furniture may only be moved by the maintenance staff with the authorization of the Head Houseparent. However, desk chairs may be removed and stored in the trunk room with the permission of the Head Houseparent. Missing furniture will be charged to the individual student's account.
4. Televisions are not allowed. DVD's, computer games and cell phones may not be used during Study Hall hours or after lights out
5. Games on computer consoles are only allowed to be played in the House common areas. Monitors are limited to 27". No games may be played during Study Hall hours or after lights out
6. Students should avoid having excessively expensive equipment and/or personal possessions in their rooms. Cash should be deposited promptly in the Student Bank (Tin Box).
7. Music and noise levels in rooms must not be excessive.

## **Inspections and Searches**

A student may be asked at any time to make any area of his/her room visible to the Houseparent. Rooms are to be ready for daily inspection by a Houseparent at a time specified by the Houseparent. A stricter room inspection will be held on Sunday; students must pass Sunday inspection. Inspection requirements are:

1. beds made
2. clothes picked up and put away
3. trash emptied
4. floors clean and uncluttered

With the approval of the Dean of Students, a room search may be conducted.

## **Room Decoration**

Students are expected to keep a clean and orderly room which may be decorated tastefully, provided that the decorations conform to the Fire Code regulations and meet the approval of the Houseparent.

- Nails, glue, tape, staples, or tacks may not be used on walls.
- Nothing may be hung from the ceiling.
- Posters/photos/wall hangings are allowed up to 15sq. ft. per student, maximum 30sq. ft. per room. Posters must be hung with "Fun Tack" (available at the Bookstore).

- No string lights may be used unless they are battery powered LED lights
- Burning of candles or incense or the use of lighters is forbidden.
- All doorways must be clear of furniture and other obstacles which may hinder exit in an emergency.
- One non-slip scatter rug (2.5' x 3') allowed per student.
- No inflatable chairs or milk crates are allowed (they emit toxic smoke in a fire).

**Furniture:**

- Beds may not be bunked or pushed together side by side.
- Upholstered furniture may not be in student rooms.
- At the end of the year all student belongings, including furniture must be removed from campus. Storage and shipping is available through POST ALL, a UPS authorized company (401-847-7930).

**Electrical:**

- Students may bring one monitor, and it may not exceed 27"
- Students may keep in their rooms: Hair dryers, small fans, electric razors, and computers.
- Only heavy-duty extension cords and fused plug strips may be used (15ft. or less). Overloading an electrical outlet may produce a fire.
- Electric heating devices are not allowed, such as microwaves, toasters, coffee makers, irons, food or water warmers, and electric blankets. In addition, television sets, quartz-halogen lamps, floor lamps, multi-bulb light trees, neon lights and refrigerators of any size are also prohibited.
- School lamps do not exceed 67 watts. Additional lamps are allowed, however they must be LED type lamps only.
- Only Prefects may have a small refrigerator in their room.

**Christmas Decorations:**

- No natural evergreen decorations are allowed.
- Only non-metallic artificial garlands, decorations, and wreaths labeled flame resistant and UL or FM approved may be used.

Items that do not conform to the Safety Code will be confiscated.

**House Quiet and Lights Out**

Evening study hours and class time are periods of quiet in the House. The hours between 7:30pm and 10:00pm, Sunday through Friday are reserved for quiet individual study in the Houses or other activity authorized by the Houseparent on duty.

|                           | <b>In rooms by</b> | <b>Lights out by</b> |
|---------------------------|--------------------|----------------------|
| <b>Form III</b>           | 10:15pm            | 10:30pm              |
| <b>Form IV and Form V</b> | 10:30pm            | 11:00pm              |
| <b>Form VI</b>            | 11:00pm            | 11:30pm              |

After checking with the Houseparent/House Affiliate on duty, Prefects may visit other Prefects during Evening Study and after house prayers until 10:45pm.

Prefects of the opposite sex may visit in the Common Rooms.



### **Saturday Night Check-In**

All Saturday check-ins are face to face with a Houseparent:

|              |          |
|--------------|----------|
| Form III     | 8:00pm   |
| Form IV      | 9:30pm   |
| All students | 11:00pm. |

### **Telephones**

Student use of cell phones is not permitted in the Administration Building, academic buildings, or the Dining Hall, nor may they be used during study hall or after lights out. Cell phones will be collected from all students, except Prefects, during study hall. House telephones are located in the Houses. Students are free to use the telephone at their convenience, except during evening study time when permission is required. Phones may not be used after lights out.

### **Vacations**

The School is closed during the three main vacations – Thanksgiving, Christmas, and March. All Houses are locked after the students' departure. Those students who cannot arrange travel on the day of dismissal may remain until noon the next day. The Houses will reopen after these three major vacations at noon on the date of return.

The School remains open during long weekends (such as Columbus Day Weekend, Parents' Weekend, Winter Weekend, Easter Weekend, and Spring Weekend.) Activities are available for students who remain on campus during these long weekends.

The School requires that Passports, Visas and I-20 forms be secured in the Registrar's Office.

### **Miscellaneous**

1. The Aquidneck Club property is normally off-limits to students. The club is considered off-campus. In order to go there, a student must check-out with the houseparent on duty.
2. Students may not attend concerts/events on school nights (Sun.-Fri.).
3. Television is not permitted during the school day or Study Hall. Other viewing hours are at the discretion of the Houseparent.
4. Damage to School property should be reported to the Houseparent immediately.
5. Any activity which may result in property damage, e.g., snowball throwing, lacrosse, golf, is forbidden in or near buildings.

6. Golf is allowed only on the golf course and on the fields between Manor House Road and the bay.
7. In the interest of safety, students must use the buddy system when swimming in the bay. Swimming alone is not permitted and students should notify the Houseparent on duty when they intend to swim.
8. Students may not keep pets.
9. Skateboarding and scooter riding are permitted at the end of the academic day. Please use caution while riding on paths. Helmets must be worn for safety for all items with wheels: bicycles, skates, skateboards, scooters, etc.
10. Personal listening devices should not be used outside of the Houses during the class day. Personal listening devices should never be used in the Dining Hall.

### **DINING HALL**

1. Good table manners and behavior, and appropriate attire are expected at all times. Dishes and utensils are not to be taken from the Dining Hall.
2. Students are expected to clear their own tables after every meal.
3. Personal listening devices and cell phones may not be used.
4. Sit-down Meals: These meals, for the School, serve as additional opportunities to get to know one another, share our experiences, and discuss issues. Students should sit in accordance with the announced plan for that meal. Space is provided for a Faculty member to sit at each table. Students should ask permission to leave from the Faculty member present and should assist in clearing the table.
5. Parents may order birthday or special occasion cakes for their child through the School's website at least ten days in advance. Go to the Menu, then the Community page, click the Resources tab, then Dining Serves.

### **THE STUDENT CENTER**

The Student Center is a place where our community can gather to relax, play games, watch TV, and have club meetings. Games are for the use of all students. As with all other spaces on campus, students are expected to use good manners, behave appropriately, and clean up after themselves. Any damages should be reported to the Student Life Office.

Morning Lunch is available in the Stillman Dining Hall lobby Mon. – Sat. from 10:00-11:30am and Mon.– Fri. during Conference Periods (10:55-11:40am).

Teams, clubs and student groups may reserve the Student Center through the office of the Director of Student Activities.

## **II. Academic Affairs**

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### **COURSE REGISTRATION AND CHANGES**

The appropriate program of studies is of foremost importance in the student's life at Portsmouth Abbey. Each student works with their advisor when planning his or her course load. The Office of Academic Affairs (OAA) is also ready to help students if necessary. Fifth Formers consult with their College Counselor in planning their Sixth Form courses. Changes to Sixth Form courses must be approved by the Dean of Academics in consultation with the appropriate Department Head and the student's College Counselor.

### **FULL PERIOD TESTS, MAJOR PAPERS, PROJECTS**

Students will be given a five-day notice for all full period tests. Major papers, reports, and special projects are frequently assigned by teachers. It will be to the student's advantage to organize time in the preparation of these assignments, and not to delay preparation until a time too close to the due date. In general, major papers, tests and reports should not be assigned to fall due within 5 calendar days before term exams begin.

### **TERM EXAMS**

Courses normally have an exam at the end of each term. The exam is weighted as one fourth of the term grade. Advanced preparation and a thorough review of the material covered on the exam are necessary for success on the exams. If extenuating circumstances cause a student to depart early for Thanksgiving vacation, March break or the end of the year and miss an exam, arrangements must be made with the School Registrar to have the exam(s) taken after the break.

### **ACADEMIC TRIPS**

Occasionally students will participate in trips off campus for academic purposes. If a trip involves being away for more than one day a permission slip will normally be requested from parents.

### **STANDARDIZED TESTING**

Standardized tests are an important part of the college admission process. Fourth and Fifth Form students take the PSAT in October. All Fifth Form students take the SAT in December and May. Sixth Form students will take the SAT in October and/or November. A December test date is available to Sixth Form students who need to take either the SAT. Sixth Form students who wish to take the ACT should register early for the October. Students are responsible for checking the ACT calculator policy to ensure their calculator is on the approved list. Third and Fourth Form students are not allowed to miss classes to

take standardized tests out of sequence. For more information, please see our “Statement of Standardized Testing” on our school website under College Counseling.

| Test Dates    | Test | Testing available for | Regular Deadline     | Late Deadline |
|---------------|------|-----------------------|----------------------|---------------|
| Aug 26, 2023  | SAT  | Form VI               | July 28, 2023        | Aug 15, 2023  |
| Sept 9, 2023  | ACT  | Form VI               | Aug 4, 2023          | Aug 18, 2023  |
| Oct 7, 2023   | SAT  | Form VI               | Sept 7, 2023         | Sept 26, 2023 |
| Oct 11, 2023  | PSAT | Form IV & Form V      | Registered by School |               |
| Oct 28, 2023  | ACT  | Form VI               | Sept. 22, 2023       | Oct. 6, 2023  |
| Nov 4, 2023   | SAT  | Form VI               | Oct 5, 2023          | Oct 24, 2023  |
| Dec 2, 2023   | SAT  | Form V & VI           | Nov 2, 2023          | Nov 21, 2023  |
| Dec. 9, 2023  | ACT  | Form VI               | Nov. 3, 2023         | Nov. 17, 2023 |
| Apr. 13, 2024 | ACT  | Form V                | Mar. 8, 2024         | Mar. 22, 2024 |
| May 4, 2024*  | SAT  | Form V                | Apr. 19, 2024        |               |
| *Digital      |      |                       |                      |               |

## GRADING SYSTEM

Students receive official grades in letter form at the end of each of the three terms. Their term grade is a weighted average of their marking period and term exam grades with the marking period counting three times as much as the exam. Their final grade for the year is the average of their three term grades. The final grade is the only grade that appears on the final transcript, and it appears in letter form according to the scale below.

In addition to these formal grades, students also receive unofficial Advisory grades after the first four or five weeks of each term. These grades do not become part of a student’s permanent record.

A student’s Grade Point Average (GPA) is calculated using the scale below. At the end of the Fall, Winter, and Spring Terms, each term grade is converted to a QPV. The sum of the QPVs is divided by the number of credits carried by the student. (Most courses carry one credit. Ancient History and Basic Theology

carry a half credit each at the end of the year but count as a full credit when computing Fall and Winter GPAs, while Humanities carries two credits.) The resulting GPA is used to determine Dean’s List and Honors. (Note that a GPA is not rounded up. For example, a GPA of 3.45 is not rounded to a 3.5.)

| <u>QPV</u> | <u>Letter Grade</u> | <u>Scale</u> | <u>Description</u> |
|------------|---------------------|--------------|--------------------|
| 4.3        | A+                  | 95-100       | Outstanding        |
| 4.0        | A                   | 90-94        | Excellent          |
| 3.8        | A-                  | 84-89        |                    |
| 3.5        | B+                  | 81-83        |                    |
| 3.0        | B                   | 78-80        | Good               |
| 2.8        | B-                  | 75-77        |                    |
| 2.5        | C+                  | 72-74        | Satisfactory       |
| 2.0        | C                   | 69-71        |                    |
| 1.8        | C-                  | 66-68        |                    |
| 1.5        | D+                  | 63-65        |                    |
| 1.0        | D                   | 60-62        | Failing            |
| 0          | F                   | 0-57         |                    |

### **APPLICATION/PERFORMANCE ASSESSMENT**

Application/Performance Assessment (APA) grades are given in addition to the regular course grades. Each student receives an APA grade in each course at mid-term and term grading time.

The application/performance assessment is not intended to duplicate the information provided by the letter grade, but to supplement it. It is intended to record the individual's effort, application, commitment, and not his/her ability or achievement.

The criteria for the application/performance assessment grades are:

- **Promptness** - in coming to class and in submitting work.
- **Participation** - by attention in class, by asking and answering questions, by seeking help if needed, by demonstrating commitment to learning and by using the necessary techniques of the subjects.
- **Preparation** - by being ready for the work in class or in assignments or tests, by organizing and keeping in order the materials (books, notes, etc.), by performing so that a completed assignment matches the student's ability.
- **Perseverance** - by not giving up in the face of difficulties, but by looking for ways to overcome them.
- **Progress** - by showing a willingness to be corrected, by profiting from advice, by learning from mistakes, and by showing improvement.

Using these grades, an APA list is posted citing superior application (a minimum of two grades at 5 and none below 4) at the end of each term.

Inclusion on the APA list entitles the student to one additional overnight the following term.

## **ACADEMIC DISTINCTIONS**

1. The **Cum Laude Society**, founded in 1906, is a national honor society for the promotion of scholarship in secondary schools. It consists of elected student members along with honorary faculty and charter members. The Portsmouth Abbey Chapter was instituted in 1934, eight years after the founding of the School. To be eligible for membership, the Sixth Former must demonstrate both intellectual interests and high academic achievement. Recipients of this honor are announced at graduation. Fifth Formers, under certain circumstances, may also be eligible for membership.
2. The **Dean's List** formally recognizes the scholastic achievement of students whose average is unusually distinguished. To qualify, a student must be taking at least six courses, have a GPA of 3.5 and no grade under B in regular courses or under B- in Honors/AP courses. A Dean's List is computed at the end of the Fall and Winter Terms; at the end of the year, the list is computed based on the final grade for the year in each course rather than as a Spring Term Dean's List. Only this final Dean's List for the year is noted on a student's permanent transcript.
3. **Honors** are extended to students who have a GPA of 3.0 and no grade under C+.

## **ADVANCED PLACEMENT COURSES**

Participation in the Advanced Placement program forms an important part of the curriculum at Portsmouth Abbey. In order to ensure the integrity of this program, students who complete courses, which are formally listed as "AP", are required to take the AP exam in May. This policy, along with the required expenses related to taking AP exams, is communicated to parents of AP students as part of the course registration process.

## **INDEPENDENT STUDY / ALTERNATE STUDIES PROGRAM**

Students may pursue formal independent study for credit at points in their academic careers where experience and interest warrant. Independent study allows a student to take full advantage of the expertise and availability of our faculty. Students normally elect independent study to pursue special academic interests that are not usually available in the curriculum.

## **ACADEMIC SUPPORT**

1. **Peer tutoring.** The peer tutoring program is available to all students. Students who are interested in becoming involved in this program, either as a student or as a tutor, should contact the Study Skills Specialist who coordinates peer tutoring. Students may elect to work

with an outside tutor. This is allowed as long as such meetings do not conflict with school obligations.

2. **Extra Help.** Conference Periods are available Monday, Tuesday, and Friday (10:55am – 11:40am). Conference Periods are primarily intended for use by teachers and students to confer about academic matters. Teachers will be available during Conference Periods. The Music Blocks on Tuesday and Thursday (2:30-3:15pm) and the Flex Block on Thursday (8:00-9:05am) may be used for meetings with teachers by appointment.
3. **Supervised Day Study.** Students who need extra supervised study time may be required to attend Supervised Day Study. Supervised Day Study is held on Tuesdays and Thursdays during the Music Block (2:30-3:15pm), with exceptions made for musicians and singers. Two unexcused absences from Supervised Day Study are equivalent to one class cut and will result in disciplinary consequences.
4. **Special Accommodations.** In addition to the academic support available to all students, special accommodations for students with documented learning disabilities are arranged through the Study Skills Specialist. In particular, the Study Skills Specialist may make arrangements for students to have 50% extra time for term exams.
5. **Scholastic Warning and Probation.** The OAA will review the academic performance and progress of every student at the end of each grading period. If a student finishes a term with an overall GPA under 1.8, a discussion about their re-enrollment will be required.

## ACADEMIC HONESTY

Central to the academic life at Portsmouth Abbey is an emphasis on academic integrity. Cheating or toleration of those who do is unacceptable behavior at Portsmouth Abbey. Cheating is considered to be giving, receiving, or using unauthorized information in the course of preparing academic work. Plagiarism is a particular form of cheating which includes the taking of another person's words, ideas, or organization of thoughts and facts and offering them as one's own. *Students should not utilize an A.I. language model at any point in their work, either in their process or final product.*

All students include “HP” and their signature on their academic work and tests, which signifies their acceptance of the Honor Pledge:

***“I promise to abide by the Portsmouth Abbey School statement on Academic Honesty, agreeing that my name appearing on any paper, homework, test or examination, signifies that I have neither given nor received inappropriately any information in the course of preparing this academic work.”***

All violations of the Honor Pledge will be referred to the Dean of Academics. Appropriate punishment will be determined through consultation with the Dean of Students. Cases may be referred to the Honors Committee.

## **UNEXCUSED CLASS ABSENCES/UNEXCUSED ABSENCES FROM SCHOOL**

Class attendance is part of the student's academic obligation. For each unexcused class absence a teacher may deduct up to three points from a student's marking period average and teachers will report class absences to the Dean of Students who will administer disciplinary action.

An example of an unexcused absence from School is time away from School that has not been approved by the School Administration. For class absences as a result of an unexcused absence from School teachers may deduct up to three points per day from the marking period grade and will also give an "F" for work missed.

## **SIXTH FORM REGULATIONS**

1. A Sixth Form student must pass all of his/her courses in order to receive a diploma.
2. A Sixth Form student may be allowed to miss class in order to attend information sessions given by visiting college admission representatives. However, the student must be seriously interested in the college in question and must receive permission from his/her teacher two days in advance to miss the class.
3. Sixth Form students are reminded that the Office of College Counseling is obliged to report to colleges any significant changes in their academic or disciplinary status or qualifications between the time of recommendation and graduation.

## **LIBRARY**

|                       |                 |                  |
|-----------------------|-----------------|------------------|
| <b>Library hours:</b> | Monday - Friday | 8:30am - 9:50pm* |
|                       | Saturday        | 8:30am - 12:30pm |
|                       | Sunday          | 3:00pm - 5:00pm  |
|                       |                 | 7:30pm - 9:50pm* |

\* Closed 5:00-7:30pm Fall, Winter and Spring Terms unless otherwise announced.

The St. Thomas More Library serves the whole Portsmouth Abbey School community as a place for quiet study, reading and research.

**NO FOOD OR DRINK IS ALLOWED INSIDE THE LIBRARY WITH THE EXCEPTION OF WATER (IN A CLOSED CONTAINER).**

Materials in the library collection can be found by visiting the school website and clicking on Learn > Academics > St. Thomas More Library > Catalog. Students may check out books for three weeks. A book may be renewed unless another patron has a hold on it. Books from the monastic collection are marked with "ooo" at the beginning of the call number. Monastery items may be borrowed with special permission from the Director of Library Services.



Reference and Reserve books are not to be taken from the library.

Current issues of magazines are kept in the periodical area. They are not to be taken from the library. Back issues of magazines may be signed out.

The library subscribes to several online databases for research.

The library has four desktop computers and two printers for student use. The library computers are not configured for wireless printing from laptops. Use of computers is governed by the school's acceptable use policy.

Students will receive overdue notices on items that have not been returned on time. If an item is still not returned, a bill for the replacement cost of that item will be sent to the student's parents.

The following rules apply to the use of the library during evening hours:

- Third and Fourth Form students are not allowed to use the library except for special library related assignments. In this case, a note or email to the Library Director from the student's classroom teacher is required.
- Fifth and Sixth Form students may use the library after signing out of their houses and into the library.

Any student whose behavior is inappropriate will be asked to leave the library. Repeated offenses or misuse of any library property (i.e., vandalism, theft, etc.) will result in loss of library privileges and a referral to the Dean of Students for disciplinary action.

### **III. College Counseling**

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The college search and application process is an exciting and sometimes overwhelming time in the life of students and families, so the College Counseling Office works to create an environment in which each student and family feels supported and empowered. No matter where that student is in his or her Abbey career, we welcome all Third and Fourth Form students to meet with the college counseling team and ask any questions they may have. During the Fourth Form spring, students will be assigned to a member of the college counseling team who will serve as their main point of contact for the duration of their time at Portsmouth Abbey. New Fifth and Sixth Form students will be assigned to a counselor as soon as they enroll in the school.

The College Counselors meet with Third Form students midway through their first academic year to discuss how to make the most of an Abbey education. We have an open-door policy for any Third Former or parent who wishes to discuss any aspect of the college process, including course selection, college visits, college types, standardized testing, and campus involvement. We have two major touchpoints with the Fourth Form students: a small group technology workshop meant to acquaint students with Maia Learning and a small group meeting to address any student questions regarding the college process. Additionally, families will have access to Maia Learning, our web-based counseling software, starting in the student's Fourth Form year.

Our program becomes much more intense during the Fifth and Sixth Form years. In January, we invite College admission professionals to speak at the College Seminar for Fourth and Fifth Form parents. The program presents a broad perspective of the college admission picture and focuses on how the process works at Portsmouth Abbey School. In addition to meeting with Fifth Form students regularly in groups and individually, we offer a "mock admission" session for students that brings deans and directors from colleges to our campus, a college fair, and a number of large group meetings meant to prepare students for different aspects of the college process. After an intensive application workshop and essay review sessions in the first weeks of school, Sixth Form students will meet with their counselors often to finalize their lists, polish their essays, and complete their applications. Students are expected to answer honestly all questions about disciplinary probations, suspensions, or expulsions that have occurred during their secondary school career. They should do so in consultation with their college counselor. Any change in status (academic or disciplinary) that occurs during Sixth Form year must be reported by both the college counselor and the student.

In the spring, the College Counselors support the Sixth Form students as college admission decisions for regular decision applications arrive. Students and their parents are encouraged to weigh all of their options, visit college campuses as necessary, and meet with their counselor for further discussion. May 1st is the national deadline for students to make their college decisions and to enroll and deposit at one college (exceptions would be Early Decision applicants who will be asked to commit earlier in the year). As members of the National Association for College Admission Counseling (NACAC), Portsmouth Abbey will not support depositing at more than one college. Enrolling in college is an important and rewarding milestone in each Sixth Form student's process.

## **IV. Athletic Activities**

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### **ATHLETICS AT THE ABBEY**

Athletic participation plays an integral role in the development of Portsmouth Abbey students. Athletic participation offers unique learning opportunities that complement the cognitive, spiritual, social and emotional growth that students experience in other areas of School life.

Our diverse athletic offerings provide boys and girls with equal athletic opportunities in a variety of team and individual sports. We offer 25 varsity teams, 18 junior varsity teams and 2 instructional sports. The younger and less experienced athlete has an opportunity to compete against equitable competition, as does the varsity athlete. Although wins and losses are important, we recognize that athletics are educational and provide each student with an opportunity to develop their whole self.

### **ATHLETIC COMPETITION**

Portsmouth Abbey teams face rigorous competition from some of the top preparatory schools in New England. We compete with other independent schools in the EIL (Eastern Independent League), Evergreen League (Football), Holt Conference (Boys Ice Hockey) and NEPSAC (New England Preparatory School Athletic Conference.)

EIL opponents include: Bancroft, Beaver Country Day, Berwick Academy, Concord Academy, Dana Hall, Landmark, Lexington Christian Academy, Newton Country Day, Pingree, and Winsor School. Non-league opponents include St. George's School, Tabor Academy, Pomfret School, and Worcester Academy.

### **LEVELS OF COMPETITION**

- Varsity: Highest level of competition. Open to Forms III-VI based on expertise in sport. Underclassmen most often must try out for Varsity teams in sports that have more than one level. Must return by 4:00pm for varsity practices after major school vacations and holiday weekends.
- JV A: Second level competition. Open to students in Forms III, IV, and V. Every attempt is made to provide participants with game experience throughout the season.
- JV B: Our third level of competition. Open to students in Form III and Form IV. Every attempt is made to provide participants with game experience throughout the season.
- Manager: Students in Forms V and VI may choose to be a team manager with the coach's approval.

## **AFTER-SCHOOL PROGRAM REQUIREMENTS**

It is school policy that all students participate in an interscholastic sport, after-school activity, or independent interest every afternoon. Sign-ups are conducted before the Fall, Winter, and Spring terms begin. Rosters are verified five days after the season begins.

**Third and Fourth Form Requirement:** Third Form students must take three terms of athletics **or** two terms of athletics and one term of an after-school activity. Third Form students wanting to participate in more than one term of an after-school activity will need approval from the Director of Athletics

**Fifth Form Requirement:** Fifth Form students must take three terms of athletics **or** two terms of athletics and one term of an after-school activity. Fifth Form students are eligible to participate in the Winter Strength and Conditioning program. Fifth Form students wanting to participate in more than one term of an after-school activity will need approval from the Director of Athletics.

**Sixth Form Requirement:** Sixth Form students must take three terms of athletics **or** two terms of athletics and one term of an after-school activity **or** one term of athletics and two terms of an after-school activity. Sixth Form students are eligible to participate in an independent interest. Sixth Form students wanting to participate in more than two terms of an after-school activity or independent project will need approval from the Director of Athletics.

## **SPORTS SPECIAL PERMISSION**

Students are free to participate in off-campus club sports in their free time on the weekends provided they are not missing classes, school obligations, after-school programs or Mass, and have followed the proper check-out procedures in their House. All students are required to attend Saturday classes, Saturday after-school programs, and boarding students are required to attend Sunday Mass (when scheduled), unless they are on an approved Overnight. These obligations are not optional.

Students seeking to be excused from these obligations for an outside sport must request a Sports Special Permission (see below) in advance from the Director of Athletics.

**Sports Special Permission Requests** are truly special and are usually only granted once per term. It provides student-athletes, on a very select basis, the opportunity to participate in a showcase and or tournament, if approved in advance. This is a limited opportunity for student-athletes to attend a special athletic event and is not in lieu of a sport season or an after-school program. It

is intended to help our student-athletes gain some college exposure in an out of season sport while maintaining their participation in classes, Abbey sports, after-school activities and spiritual life.

### **ATHLETIC TEAMS**

#### **Fall**

Boys Cross Country  
Girls Cross Country  
Girls Field Hockey  
Football  
Boys Golf (F)  
Boys Soccer  
Girls Soccer  
Girls Volleyball

#### **Winter**

Boys Basketball  
Girls Basketball  
Boys Ice Hockey\*\*  
Girls Ice Hockey\*\*  
Boys Squash  
Girls Squash  
Coed Wrestling

#### **Spring**

Boys Baseball  
Girls Golf (F)  
Boys Lacrosse  
Girls Lacrosse  
Coed Sailing (F)  
Girls Softball  
Boys Tennis  
Girls Tennis  
Boys Track and Field  
Girls Track and Field

### **AFTER-SCHOOL ACTIVITIES**

#### **Fall**

Chamber Music  
Community Service  
Drama  
Equestrian (F)  
Yearbook  
Independent project-Form VI

#### **Winter**

After School Art  
Coed Strength & Conditioning\*  
Community Service  
Drama  
Equestrian (F)  
Yearbook  
Independent project-Form VI

#### **Spring**

Botball  
Chamber Music  
Community Service  
Dance  
Drama  
Equestrian (F)  
Yearbook  
Independent project-Form VI

(F) fee – inquire with the Business Office

\*\* Skate sharpening fee, \$7.00 per sharpening

\* Enrollment in conditioning is limited for reasons of safety and priority is given to students in the Sixth and Fifth Forms

### **ATHLETIC STORE**

The on-line athletic store, located in the athletic section of the School website, provides a wide variety of athletic gear for every sport. All on-line gear is in full compliance with Portsmouth Abbey School colors and logos. Students and parents are welcome to shop at their convenience for athletic apparel and spirit gear. The purchase of these items is optional and not a requirement of team membership.

### **PLAYING TIME IN GAMES**

Each varsity coach determines the playing time for varsity athletes in games. Our philosophy is to provide the most accomplished athletes with the majority of our playing time.

At the JV level, each player is provided some playing time in each game. There may be times when extenuating circumstances, such as, sportsmanship, attendance or safety factors would limit playing time.

### **TRANSPORTATION TO AND FROM GAMES**

Athletes travel to and from games with their coach and team. In the event that a parent must drop-off or pick-up their child from an away game, a request for alternate transportation must be submitted to the Athletic Director and coach and approved in advance. For pick-ups at games, the coach must hand off the athlete directly to their parent or to the driver designated by their parent.

### **INDEPENDENT PROJECTS**

Sixth Form students in good standing may request to participate in a sport not offered at Portsmouth Abbey. Requests for independent projects may be granted for a maximum of one term.

### **ATHLETIC FACILITIES**

Athletic facilities are available to Abbey students, faculty, Monastery staff and facilities staff for recreational use when the facilities are not being used for interscholastic practices and games or scheduled School events. The Squash and Fitness Center is open to students who have completed an orientation. The rink is not open for skating during the academic day. Weekend and recreational hockey times will be posted. Parents of students presently enrolled at Portsmouth Abbey School may use the facilities when accompanied by their child and the facilities are open.

### **PROCEDURES AND RULES FOR ATHLETES**

1. Each student must choose a sport each season in accordance with the athletic requirements. In order to be medically excused, students must have a note from their physician on file with the Infirmary stating the reason. To resume participation, students must likewise have a physician's note giving them clearance to play. All students are required to be involved in an afternoon activity each of the three seasons.
2. Prior to beginning athletic participation, all students must have a completed medical record, including an updated physical exam. All medical documentation is completed online in the Magnus Health Student Medical Record.
3. The coaches involved and the Athletic Director must approve any change from one sport to another. Changes after one week of practice will normally not be allowed.
4. Athletic games and practices are major commitments and unexcused absences are subject to disciplinary action. In the event of illness, students must get a note from the Infirmary, report to their coach and then watch practice or remain in the Infirmary.

5. Students are responsible for all equipment issued to them. They will be billed for any equipment they lose or carelessly damage.
6. All student-athletes are required to wear school issued uniforms and sweat suits at interscholastic competitions.
7. All Third Form and new students must purchase a gym pack from the Athletic Department.

## **COMPETITIONS AND AWARDS**

### **THE DIMAN CUP**

The John Hugh Diman Cup was established in recognition of Rev. Dom John Hugh Diman, the founder of both St. George's School (1896) and the then Portsmouth Priory School (1926). The Cup is awarded on the basis of varsity athletic competition between St. George's School and Portsmouth Abbey School. Each sport is valued equally and the school that accumulates the most points is declared the winner and holds the cup until the following year.

### **SCHOLAR-ATHLETE AWARD**

The Scholar-Athlete Award recognizes a girl and a boy in the Sixth Form who, during the course of the school year, earn three varsity letters while demonstrating high academic achievement.

### **SIXTH FORM VARSITY AWARDS**

The Sixth Form Blanket is awarded to recognize those Sixth Form students who have been consistent participants in the School's athletic programs during each of the three seasons in their Sixth Form year.

### **STUDENT ATHLETIC BOARD AWARD**

Each year several Sixth Form students are recognized for outstanding achievement in athletics. Students are selected on the basis of athletic ability, character, sportsmanship and leadership and for their participation during each of the three seasons in their Sixth Form year. The names are permanently displayed in the gymnasium lobby.

### **VARSITY LETTER AWARDS**

The opportunity to compete at the varsity level and earn a letter is an honor. Athletes are expected to meet all team requirements and to demonstrate teamwork, determination, hard work, and sportsmanship. Varsity letters are awarded on the basis of the aforementioned qualities, coupled with the playing time requirement (or comparable standard) set by the coach and the Athletic Director.

**NOTE:** Athletes who are found using or in the possession of tobacco (including smokeless tobacco), drugs or alcohol will normally forfeit their letter and any awards they might otherwise receive. Grave misconduct contrary to the principle of the School or severe or repeated unsportsmanlike conduct are also

grounds for the loss of a varsity letter and/or removal from a varsity team. All varsity awards or their forfeitures are subject to the approval of the Athletic Director.

### VARSITY SWEATERS

To be eligible for a varsity sweater, a student must be awarded two varsity letters in the same sport or be awarded a total of three varsity letters. Varsity sweaters may be worn in place of School blazers except at Sunday Mass and any weekday School Mass. Varsity sweaters are ordered at the conclusion of each sport season and during the first week of classes in September.

### SPORTSMANSHIP

Athletic Code of Conduct (*developed by the Student Athletic Advisory Board*)

Athletics are an integral component of the total education at Portsmouth Abbey School. Portsmouth Abbey has a rich tradition of sportsmanship which each member of our community has the responsibility to uphold. The purpose of the Athletic Code of Conduct, listed below, is to provide guidelines and standards for Abbey athletes, coaches, parents, and spectators.

1. Honor visiting teams, officials and spectators as Abbey guests.
2. Recognize officials have a difficult job and Abbey players, coaches, parents and spectators will not question nor criticize the decision of any official.
3. Value and encourage enthusiastic and positive spectator support of Abbey Athletics. Never criticize or direct negative comments toward opposing players.
4. Through teamwork, fair play and emotional control, Abbey student athletes reflect the strong moral character and pride of the Portsmouth Abbey School.

The Abbey Teammate: The Abbey Teammate has a positive attitude, so that all team members have a positive experience in the sport. The Abbey Teammate is:

1. Selfless: Puts the team before oneself. Looks beyond his/her own performance and does whatever helps the team
2. Dependable: Is on time and prepared for all practices and games
3. Hard-working: Displays a great work ethic and enthusiasm every day to improve as a team and as an individual
4. Supportive: Treats teammates with respect. Everyone counts!
5. Practices good sportsmanship at all times: Abides by the Abbey Code of Conduct. Represents the Abbey well in victory and defeat

Every member of the team has the ability to lead their team in a positive direction by being an Abbey Teammate.



## V. Services and Facilities

---

Portsmouth Abbey School is an unusually attractive place in which to live, work, and play. Students must take good care of it, and are reminded not to walk across the lawns since unsightly paths are worn. A conscious effort must be made to use paved paths and roads.

Students are urged to use common sense and help the School to protect the campus. It is important to not mark-up walls and ceilings, damage furniture, break windows, or drop litter. If students do break or seriously damage something report it to the Houseparent. Expect to pay for the damage. Students should avoid having to be tracked down by someone; then it becomes a matter of discipline.

### **BUSINESS SERVICES OFFICE**

The Business Services Office is open Monday - Friday 8:00am to 4:00pm.

#### **Student Personal Account**

Money from student's personal account (Tin Box) may be withdrawn at the hours posted in September. Policies and procedures governing the Tin Box are as follows:

1. \$50.00 or more must be deposited to your account.
2. Checks returned due to insufficient funds require a service charge according to the policies of the cashing bank (normally \$25). All incidents of checks returned for insufficient funds are reported to the Dean of Students.
3. Transfers of money from the miscellaneous account to your personal account (Tin Box) requires parental approval via an email or call to the Business Office.
4. Withdrawals in excess of \$250.00 also require approval from the student's parent.
5. Located near the mailroom, is an ATM machine, provided by AVS, which accepts cards from the following networks: Visa, MasterCard, Cirrus, Star, NYCE Maestro and Plus. The transaction fee is \$2.50.

### **BOOKSTORE**

The Bookstore, located in the basement level of the science building, is open according to a published schedule. Required class or athletic items may be charged to the student's Incidental Account. All other purchases in the Bookstore may be charged to the Incidental Account only if parental permission is received by the Business Office. All purchases require the student's tuition and incidental accounts to be in good standing.

### **TEXTBOOKS**

The bookstore manager purchases books on behalf of students and faculty. The cost will be charged to the student incidental account and a statement will be

emailed in October. For those who choose to acquire textbooks on their own, the School will provide book lists as well as a list of possible sources.

## **MAIL**

Outgoing mail is picked up Monday – Friday at 3:00pm and on Saturday at 11:00 am from the mail slot in the Mail Room and from the School receptionist. Students are assigned a mailbox and they are responsible for any damage to the box. Mailbox combinations should remain private. The School mailing address should indicate:

**Student Name** (Please do not use the box number)

**Portsmouth Abbey School**

**285 Cory's Lane**

**Portsmouth, R.I. 02871-1352**

UPS parcels are delivered to the same address. Packages not picked up within three school days will be returned as unclaimed.

## **DRY-CLEANING/LAUNDRY SERVICE**

Students may sign-up for laundry service through E&R Laundry and Dry Cleaners, by visiting their website at [www.thecampuslaundry.com](http://www.thecampuslaundry.com). E&R Laundry offers several laundry plans. Towel rental and linen rental are also available. Laundry bags are passed out on registration day.

Students who have contracted with E&R Laundry should drop off their laundry bag in the carts located in the basement of St. Martin's House prior to 8:00am Monday mornings. Clean laundry should be picked-up promptly on Wednesday afternoons or during additional hours posted at the start of the school year.

## **LAUNDRY MACHINES**

Coin operated or charge washing machines and dryers are available in each House. Change may be obtained from the coin machine (located in the Mail Room), or the Business Services Office.

## **SUMMER STORAGE / SHIPPING INFORMATION**

POST ALL, an authorized UPS and Fedex store, is available on campus in May on the Thursday prior to Commencement and on the Tuesday or Wednesday during Exam Week to accept packages for shipping and storage over the summer months. No packages should be shipped to the school prior to a student's arrival in the fall. All packages must be shipped to POST ALL for short term storage. POST ALL returns to campus in September on the first day of Pre-Season Sports Camp and on the Sunday prior to the first day of school to deliver stored items. For details contact Bill Harnett at 401-847-7930.

## TELEPHONE DIRECTORY

Direct Dial 401-643-1 + (Extension #)

|  |                        |
|--|------------------------|
| Administration Building Receptionist ..... | 401-683-2000           |
| FAX – Academic Affairs .....               | 401-367-4684@faxhd.com |
| FAX - Admission .....                      | 401-682-7144@faxhd.com |
| FAX - Alumni/Development .....             | 401-682-7212@faxhd.com |
| FAX – Business Office .....                | 401-685-0316@faxhd.com |
| FAX - Infirmary .....                      | 401-682-7221@faxhd.com |
| FAX – Student Life.....                    | 401-682-7208@faxhd.com |
| Campus Safety (Joseph Rocha).....          | 842-7093               |

|  | Extension |
|--|-----------|
| Head of School.....                                  | 240       |
| Assistant to the Head of School .....                | 242       |
| Assistant Head of School/Dean of Faculty .....       | 256       |
| Assistant Head of School/Dean of Academics.....      | 251       |
| Registrar.....                                       | 215       |
| Dean of Students.....                                | 277       |
| Dean of Student Life.....                            | 380       |
| Director of Residential Life .....                   | 390       |
| Student Life Coordinator .....                       | 247       |
| Director of College Counseling .....                 | 275       |
| Associate Director of College Counseling.....        | 341       |
| College Advisor.....                                 | 252       |
| College Counseling Coordinator.....                  | 254       |
| Director of Medical Services .....                   | 233       |
| Director of Operations .....                         | 232       |
| Facilities Manager .....                             | 350       |
| Operations Admin. Asst./Functions Coordinator .....  | 270       |
| Chief Financial Officer/Dir. of Human Resources..... | 227       |
| Controller & Payroll Coordinator .....               | 264       |
| Human Resources Coordinator .....                    | 236       |
| Business Office Coordinator.....                     | 299       |
| Accounts Payable Coordinator .....                   | 236       |
| Bookstore.....                                       | 224       |
| Director of Advancement.....                         | 281       |
| Director of the Annual Fund .....                    | 204       |
| Assistant Director of the Annual Fund .....          | 276       |
| Director of Development Data & Analytics .....       | 235       |
| Director of Special Events .....                     | 184       |
| Database Administrator/Office Coordinator .....      | 269       |
| Director of Communications.....                      | 205       |
| Marketing & Visual Design Specialist.....            | 297       |

|  |                 |
|--|-----------------|
| Athletic Director – Fitness Center .....                     | 229             |
| Assistant Athletic Director .....                            | 360             |
| Athletic Trainer .....                                       | 259             |
| Director of Enrollment Management .....                      | 279             |
| Assoc. Director of Admission/Director of Financial Aid ..... | 382             |
| Associate Director of Admission .....                        | 283             |
| Assistant Director of Admission .....                        | 201             |
| Admission Counselor .....                                    | 228             |
| Admission Coordinator .....                                  | 248             |
| Art Center .....   | 214/245         |
| Business Office .....  | 299/264         |
| Christian Community Service .....                            | 357             |
| College Counseling .....                                     | 252/275/341/254 |
| Cultural Awareness .....                                     | 277             |
| Dining Services, Director .....                              | 220/249         |
| Drama .....  | 218             |
| Gym/Equipment Room .....                                     | 289             |
| Housekeeping .....   | 239             |
| Infirmary .....  | 233             |
| Information Systems Director .....                           | 290/683-9446    |
| Kitchen .....  | 220             |
| Library .....  | 231             |
| Monastery .....  | 213             |
| Music .....  | 294             |
| Publications .....   | 205/297         |
| Receptionist .....   | 0/210           |
| Spiritual Life .....   | 260             |
| Study Skills .....   | 217             |

**Houseparent on Duty, Area Code - 401**

|                     |          |
|---------------------|----------|
| Manor House .....   | 742-0452 |
| St. Aelred's .....  | 742-1495 |
| St. Benet's .....   | 742-1883 |
| St. Brigid's .....  | 742-0397 |
| St. Hugh's .....    | 742-1330 |
| St. Leonard's ..... | 742-0809 |
| St. Martin's .....  | 742-0330 |
| St. Mary's .....    | 742-0008 |

**House Telephones, Area Code - 401**

Manor House – 1st Floor ..... 643-1328  
    2nd Floor..... 643-1326  
St. Aelred's ..... 643-1330 or 643-1335  
St. Benet's - 1st Floor..... 643-1331  
    2nd Floor..... 643-1338  
St. Brigid's ..... 643-1363  
St. Hugh's ..... 643-1333 or 643-1339  
St. Leonard's ..... 643-1334 or 643-1332  
St. Martin's ..... 643-1353  
St. Mary's - 1st Floor..... 643-1327/643-1325

**Miscellaneous**

Hockey Rink ..... 643-1313  
Infirmary ..... 643-1233

## SUPPORTIVE RESOURCES FOR STUDENTS

### Responding Resources

|   |              |
|---|--------------|
| Portsmouth Abbey School Infirmary                 | 401-643-1233 |
| Mrs. Aileen Baker, Asst. Head/Dean of Faculty     | 401-643-1256 |
| Mrs. Cat Caplin, Director of Residential Life     | 401-643-1390 |
| Mr. Clarence Chenoweth, Dean of Students          | 401-643-1277 |
| Mrs. Lisa DeSousa, Director of Medical Services   | 401-643-1233 |
| Dr. Ellen Eggeman, CFO, Director of HR            | 401-643-1227 |
| Mrs. Meghan Fonts, Director of Parent Relations   | 401-643-1246 |
| Mr. Nick Micheletti, Asst. Head/Dean of Academics | 401-643-1251 |
| Mr. John Perreira, Director of Operations         | 401-643-1232 |
| Mrs. Paula Walter, Dean of Student Life           | 401-643-1380 |
| Portsmouth Abbey School Advisor                   | various      |
| Portsmouth Abbey School Houseparent               |              |
| o Manor House                                     | 401-742-0452 |
| o St. Aelred's House                              | 401-742-1495 |
| o St. Benet's House                               | 401-742-1883 |
| o St. Brigid's House                              | 401-742-0397 |
| o St. Hugh's House                                | 401-742-1330 |
| o St. Leonard's House                             | 401-742-0809 |
| o St. Martin's House                              | 401-742-0330 |
| o St. Mary's House                                | 401-742-0008 |

### Medical Resources

|                                   |              |
|-----------------------------------|--------------|
| Portsmouth Abbey School Infirmary | 401-643-1233 |
| Newport Hospital                  | 401-846-6400 |
| Emergency Medical Services        | 911          |

### Emotional Support and Mental Health Resources

|  |              |
|--|--------------|
| Portsmouth Abbey School Infirmary                    | 401-643-1233 |
| Dr. Norm Weitzberg (clinical psychologist/counselor) | 401-643-1233 |
| Dr. Anne Davidge (clinical psychologist/counselor)   | 401-643-1233 |
| Father Michael, Abbot                                | 401-643-1238 |

### Anonymous and Confidential Resources

|   |                     |
|---|---------------------|
| National Association of Anorexia Nervosa and Associated Disorders           | 888-375-7767        |
| National Suicide Prevention Hotline   | 800-273-8255        |
|   | 800-273-TALK        |
|   | 800-SUICIDE         |
| Portsmouth Police Dept.   | 401-683-0300        |
| Sexual Assault Helpline (DVRC)  | 800-494-8100        |
| Sexual Assault Helpline (RAINN)   | 800-656-4673        |
| TrevorLifeline (LGBTQ+ support/crisis)                                      | 866-488-7386        |
| Substance Abuse and Mental Health Services Administration National Helpline | 800-662-HELP (4357) |

# PORTSMOUTH ABBEY SCHOOL SONG

Words by John Fandel

Tune by Blake B. Billings '77

Portsmouth, place of truth, fair isle, firm on stone foundation,  
Shores our faith in hope, sure love, earth on sea, creation.  
Sacred walls on sacred lawns, God and man together  
Shape a world for Wisdom's ways, learning for all weather.

Sound mind needs as sound a form, strong in Spirit's school,  
Abbey field as Abbey class, Benet's Holy Rule.  
Fight and cheer the Red and Black, worship festal day.  
Raven wing to win the field, bid us work and pray.

Friendships made stay made for life, each friend for the other,  
Students in the Christian quest, sister as to brother.  
Time comes on as strong as tide; years grow short, not longer,  
Yet our Abbey days shall prove friendship is the stronger.

# Appendix A

This is a sample contract – do not complete

No-Use Contract

## A. STUDENT DECLARATION

In order to remain a student at the Portsmouth Abbey School, I affirm that:

- 1) I will not use drugs (including the inappropriate use of substances or non-prescribed medication), or alcohol, while at the School, or while under the School's jurisdiction;
- 2) I agree to undergo, whenever asked to, any urinalysis, blood tests or saliva tests requested by the School's medical staff;
- 3) I understand that refusal to undergo such a test will result in my dismissal from the School;
- 4) Should the saliva test give a positive result, it will be repeated after a delay of fifteen minutes. Should any of these tests give a positive result, a specimen will be sent to a lab for confirmation. I understand that should either of these latter (blood and/or urine) tests return positive revealing the existence of drugs and/or alcohol in my system, I am to be dismissed from the School. The cost of these tests are the responsibility of the parents.

\_\_\_\_\_  
Clarence Chenoweth, Dean of Students

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Student's Signature)

## B. PARENT'S CONSENT

I agree to this contract signed by son/daughter/ward.

\_\_\_\_\_  
(Signature of Parent)

\_\_\_\_\_  
(Signature of Parent)



# Appendix B

## Portsmouth Abbey School Students Computer and Internet Acceptable Use Policy

Students may use the Portsmouth Abbey Network to:

- Access and use provided software.
- Send and receive electronic mail (E-Mail).
- Explore the Internet in a responsible, legal and acceptable way.

Students may not use the Portsmouth Abbey Network to:

- Participate in chat groups during any portion of the academic day or during study hours.
- Download inappropriate software, pictures or documents.
- Install personal software on any computer.
- Alter computer desktop settings, including network setups.
- Access computer files that do not belong to you.
- Copy or transfer computer software that does not belong to you.
- Violate copyright laws or licensing agreements.
- Engage in commercial activities for financial gain.
- Engage in illegal activities.
- Create FTP or Web Servers.
- Install file-sharing software.
- Install Freeware or Shareware programs.

Students should behave in a responsible manner and exercise good sense when involved with the Internet.

Never give out personal information such as addresses, phone numbers, credit card numbers or passwords. Passwords should not be shared and students are responsible for their own network accounts. Please log off student computers when finished.

Please use a USB flash drive for document storage. PAS is not responsible for lost or deleted documents on computer local hard drives.

Do not consider E-Mail to be private. Once messages are sent it is impossible to control the ultimate distribution of the information contained in the message.

Internet connectivity at Portsmouth Abbey School is monitored through a firewall and inappropriate sites will be filtered. Internet use will be audited and computers accessing inappropriate sites or downloading inappropriate documents will be disabled from Internet use.

Destruction of hardware, software or data is considered vandalism. The willful importation and/or creation of computer viruses is included in this definition.

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## **A**

absences · 16  
academic affairs · 39  
academic honesty  
    honor pledge · 43  
academic support  
    peer tutoring · 42  
    special accommodations · 43  
    supervised study · 43  
advanced placement courses · 42  
advisors · 4  
athletic and after-school program  
    requirements · 48  
athletics · 47  
automobiles · 16

---

## **B**

birthday cakes · 38

---

## **C**

class cuts · 9  
college counseling · 45  
college visits · 12  
common room hours · 11, 36  
Computer and internet acceptable use  
    policy · 61  
counseling · 4  
course registration · 39

---

## **D**

day student rules · 15  
    absences · 16  
    driving permission · 16  
    motor vehicles · 16  
    parking · 16  
Dean's List · 42  
department heads · vi  
dining hall  
    sit-down meals · 38  
disciplinary procedures · 30  
    discipline committee · 32  
    honors committee · 33  
    house discipline · 32  
disciplinary tools · 31, 32  
diversity statement · iii  
dress code · 13  
drug and alcohol policy · 6

---

## **E**

exams  
    term exams · 39

---

## **G**

grading system · 40  
guidance · 2

---

## **H**

honor code · 1  
honor pledge · 43

honors · 42  
house rules · 8, 34  
    check-in · 37  
    common room · 11, 36  
    inspections/searches · 35  
    miscellaneous · 37  
    pets · 38  
    quiet/lights out · 36  
    rooms · 35  
    study hall · 36  
    telephones · 37  
houseparents · viii

---

## **I**

independent study · 42  
infirmary · 3  
internet use · 11  
interpersonal relations · 17

---

## **L**

laundry · 54  
library  
    materials · 11  
    rules · 44

---

## **M**

mail · 54  
major school rules · 7  
mandatory reporting · 18  
medical services · 3  
medication · 7  
mission statement · 1  
morning lunch · 38

---

## **N**

No-Use contract · 60

---

## **O**

overnight/sixth form weekend policy ·  
    11, 12

---

## **P**

peer tutoring · 42  
plagiarism · 2, 7, 43  
preface · ii  
prefect · *See* sixth form

---

## **S**

schedule · iv  
sexual misconduct policy · 19  
shipping/storage options · 54  
sixth form  
    academic regulations · 44  
    college visits · 12  
    prefects · 5  
    responsibilities · 5  
    sixth form weekends · 12  
snow days · 34  
special permissions · 33  
standardized testing · 39  
student center · 38  
student council · 5  
student leadership · 5  
student's guests · 11  
supervised study · 43

---

**T**

technology  
    responsible use · 9  
textbooks · 53  
tin box · 53

---

**V**

varsity jackets · 14  
varsity sweaters · 14