



PORTSMOUTH ABBEY SCHOOL
STUDENT HANDBOOK

2020-2021

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 Residential Life or the Headmaster with any additional information or questions.

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Welcome Ravens!

Hello Ravens! Welcome home to the incredible Portsmouth Abbey community! Being a Raven means striving to excel in responsibility, grace, and respectfulness, among many other things; traits fostered through our interactions with faculty and peers. Each wave in the hallway or high five on the field contributes to this personal growth. As we enter into our Sixth Form year, we both can genuinely say the Abbey community stands together and accepts one another for who we are.

There are many things we all love about the Abbey: Tuck dances, sporting events, and countless opportunities to be successful. The community offers not only a home away from home, but a place to make friendships that will last forever. Take advantage of being surrounded by others striving to become better people and better students. While at the Abbey, be sure to try new things such as joining a club, playing a new sport, or being in the school play. We hope everyone graduates from the Abbey knowing they made the most of it.

As we begin this new year, we pray for happiness, gratitude, passion, and good health for the entire community. We cannot wait to be together on the gorgeous Abbey campus once again to reunite with old friends and meet new ones. Get ready for a great year!

Ben Kendall '21
Head Boy

Ella Stookey '21
Head Girl

WEEKDAY SCHEDULE

Morning

7:20am	Conventual Mass (voluntary)
7:00am-8:05am	Breakfast
7:00am-9:00am	Breakfast on Thursday
8:15am-3:15pm	Academic Day (Monday, Tuesday, Thursday, Friday)
8:15am-12:20pm	Academic Day (Wednesday)
10:00am-11:30am	Morning Lunch (Student Center and Dining Hall)

Afternoon

11:45am-12:15pm	Sit Down Lunches (Tuesday and Thursday)
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

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 (boarders 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 (twice a term)
7:45pm	Boarders return from Overnights (return at 6:45pm, when there is a Sunday Evening Mass)

SCHOOL ADMINISTRATION

Headmaster	Mr. Daniel McDonough
Assistant to the Headmaster	Mrs. Aileen Baker
Assistant Headmaster for Student Life/Student Council Advisor Walter	Mrs. Paula
Student Life Coordinator	Mrs. Elizabeth Cotta
Director of Student Activities	Ms. Catherine Caplin '10
International Student Advisor	Ms. Nancy Brzys
Cultural Awareness Coordinator	Mr. Clarence Chenoweth
Dean of Students	Mr. Clarence Chenoweth
Discipline Coordinator	Mr. Daniel Caplin '07
Coordinator of Student Character	Mr. Ryan Dolan
Dean of Faculty	Mr. Kale Zelden
Assistant Headmaster for Academics	Mr. Nicholas Micheletti '04
Registrar/Director of Testing	Mrs. Kaye Caplin
Study Skills Specialist/Peer Tutor Coordinator	Mrs. Emily McQuillan
Dir. of School & Monastery Libraries/Asst. Archivist	Mrs. Roberta Stevens
Assistant Librarian	Mrs. Mary Frances Vesey
Cataloger, School & Monastery Libraries	Mrs. Kim Kosakowski
Library Assistant/Cataloger, Circulation	Ms. Susan Millard
Library Assistant/Cataloger, Circulation	Mrs. Meredith Chapman
Library Clerk	Mrs. Kathleen Cheever
Director of College Counseling	Mrs. Corie McDermott-Fazzino
Associate Director of College Counseling	Dr. Michael Bonin
College Advisor	Ms. Kate Smith
College Counseling Coordinator	Mrs. Lisa Kerr
Information Systems Director	Mr. Victor Pacheco
Information Systems Assistant	Mr. Robert Brett
Assistant Headmaster for Advancement	Mr. Matthew Walter
Asst. Director of Development & Alumni Affairs	Mrs. Patty Gibbons
Director of Parent Relations	Mrs. Meghan Fonts
Director of the Annual Fund	Mrs. Alexandra Karppinen
Asst. Director of the Annual Fund - Young Alumni	Ms. Paige Cunningham
Asst. Director of the Annual Fund - Senior Alumni	Mrs. Nora O'Hara
Director of Special Events	Mrs. Carla Kenahan
Database Administrator/Office Coordinator	Mrs. Stephanie Polgar
Director of Communications.	Mrs. Kathleen Heydt
Assistant Director of Communications.	Ms. Katie Blais
Assistant Headmaster for Operations/Monastic Cellarer	Dr. John Perreira
Director of Medical Services	Mrs. Celia Brown, RN

School Physician
Psychologist
Nurses

Dr. Stephen Butler
Dr. Weitzberg, Ph. D./Dr. Davidge, Ph. D.
Mrs. Brown/Mrs. Gorman/Mrs. Escobar/
Ms. Hawk/Mrs. Knowlan/Mrs. Stowe

Director of Operations	Mr. Shane McCarthy
Operations Admin. Asst./Functions Coordinator	Mrs. Jennifer Dring
Assistant to the Director of Operations	Mrs. Tina Grilli
Director of Dining Services	Mrs. Sarah Rodrigues
Campus Safety	Mr. Joseph Rocha
Chief Financial Officer	Dr. Ellen Eggeman
Controller	Mrs. Stephanie Johnson
Accounts Payable Coordinator	Mrs. Rachelle Abbruzzi
Payroll & Student Billing Coordinator	Mrs. Jennifer Heaps
Bookstore Manager	Ms. Laurine Boyle
Tin Box (Student Bank)	Br. Joseph Byron
School Receptionist	Ms. Pauline St. Denis
School Chaplain	Dom Gregory Havill
Director of Spiritual Life	Rt. Rev. Michael Brunner
Spiritual Life Associate	Mr. John Huynh
Director of Athletics	Mr. Alfred Brown
Assistant Director of Athletics	Ms. Whitney Jones
Athletic Trainer	Mr. Ryan Dolan
Athletics Coordinator	Mrs. Linda Brown
Director of Performing Arts	Mr. Jay Bragan
Director of Music	Mr. Jeffrey Kerr
Director of Admission	Mr. Steve Pietraszek '96
Director of Financial Aid/Assoc. Director of Admission	Mr. Alan Skelley
Dir. of Admission Marketing/Assoc. Dir. of Admission	Mrs. Amelia Tracy'10
Assistant Director of Admission	Mr. Sam Funnell
Assistant Director of Admission	Ms. Stuart Lemay
Admission Coordinator	Mrs. Ann Motta

ACADEMIC DEPARTMENT HEADS

Christian Doctrine	Rt. Rev. Michael Brunner
Classics	Ms. Elizabeth Benestad
English	Mr. Michael St. Thomas
History	Mr. Derek Gittus
Humanities	Mr. Kale Zelden
Mathematics	Dr. Kent Rudasill '86
Modern Language	Ms. Nancy Brzys
Performing Arts	Mr. Jay Bragan
Science	Dr. Stephen Zins
Visual Arts	Mr. Kevin Calisto

ORDER OF ST. BENEDICT

Prior Administrator
Abbot Emeritus
Treasurer and Cellarer

Rt. Rev. Dom Michael Brunner
Rt. Rev. Dom Matthew Stark
Dr. John Perreira

QUESTIONS

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

Alumni Matters	Mr. Walter
Athletics	Mr. A. Brown/Ms. Jones
Billing	Mrs. Heaps
Bookstore	Ms. Boyle
Calendar	Mrs. Cotta
Car Riding Permission	Houseparent on Duty/Mr. Chenoweth/Mrs. Walter
Clubs and Activities	Mrs. Walter/Mrs. Cat Caplin '10
Colleges	Mrs. McDermott-Fazzino
Computers/Information Technology	Mr. Pacheco/Mr. Brett
Counseling	Dr. Weitzberg, Dr. Davidge, Mrs. Celia Brown, RN
Courses/Curriculum	Mr. Micheletti '04
Day Student Driving	Mrs. Walter/Mr. Chenoweth
Disciplinary Matters	Mr. Chenoweth/Mr. Caplin '07/Houseparent
Dress Code	Mrs. Walter/Mr. Chenoweth
Entertainment	Mrs. Cat Caplin '10
Grades and course progress	Mr. Micheletti '04/Advisor
Health Matters/Medicine	Mrs. Celia Brown, RN
Honor Code violation	Teacher/Mr. Micheletti '04
House maintenance/Laundry	Houseparents
Library	Mrs. Stevens
Lectures	Mr. Fisher
Mail, parcels	Ms. St. Denis
Missing personal items	Houseparent/Mrs. Cat Caplin '10
Music	Mr. Kerr
Parents' Weekend	Mrs. Fonts
Parents' Weekend Teacher Appointments	Mrs. Kaye Caplin
Permissions (Overnights and Weekends)	Mrs. Walter/Mrs. Cotta
Postage stamps	Business Office/Bookstore
Publications/Public Relations	Ms. Heydt
Routine permissions	Houseparent
Rules	Houseparent/Mr. Chenoweth
Schedule changes	Mr. Micheletti '04
Sixth Form/Prefect Weekends	Mrs. Walter/Mrs. Cotta
Special permissions to miss School	Mrs. Walter/Mr. Micheletti '04/Mrs. Cotta
Spiritual Life	Rt. Rev. Michael Brunner/Dom Gregory Havill

Sports injuries
Standardized Testing
Student Bank (Tin Box)
Study Skills/Peer Tutoring
Transcripts
Vacation Travel Info.
Visas / I-20's
Trips to town

Mr. Dolan
Mrs. Kaye Caplin
Br. Joseph
Mrs. Emily McQuillan
Mrs. Kaye Caplin
Mrs. Walter/Mrs. Cotta
Mrs. Kaye Caplin
Houseparent

HEAD HOUSEPARENTS

Manor House

Mrs. Emily McQuillan

St. Aelred's House

Mr. Michael St. Thomas

St. Benet's House

Mrs. Catherine (Cat) Caplin '10

St. Brigid's House

Ms. Whitney Jones

St. Hugh's House

Mr. Kevin Calisto

St. Leonard's House

Mr. Nicholas Micheletti '04

St. Martin's House

Dr. Stephen Zins

St. Mary's House

Mrs. Paula Walter

ASSISTANT HOUSEPARENTS

Ms. Erin Shaw '13
Ms. Caroline O'Reilly

Mr. Mitchell Green '11
Mr. Sam Funnell

Ms. Stuart Lemay
Ms. Christina Fontana

Mrs. Amelia Tracy '10
Mrs. Alexandra Karppinen

Mr. John Huynh
Dr. Marc Lavallee

Mr. Ryan Dolan
Mr. Joseph DiBiase

Mr. Elliott Moffie
Mr. Taylor Esformes

Ms. Paige Cunningham
Ms. Amanda Hall

I. School Life and Order

MISSION STATEMENT

The aim of Portsmouth Abbey School is to help young men and women grow in knowledge and grace. Grounded in the Catholic faith and 1500 year-old Benedictine intellectual tradition, the School fosters:

- Reverence for God and the human person
- Respect for learning and order
- Responsibility for the shared experience of community life

REVERENCE for God and the human person

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. Accordingly, we seek to promote in the lives of our students a lifelong search for God as the beginning and end of their lives. This spiritual education of the heart, soul, and mind is the basis for intellectual and academic work at Portsmouth Abbey School.

RESPECT for learning and order

We believe it is vitally important to introduce our students to the classics and the best of the Western intellectual tradition, which includes both the humanities and the sciences. Portsmouth Abbey School develops the mind, heart, and body through an integrated and ordered progression of learning in a structured environment. Our students are provided an excellent opportunity to discover fundamental truths, beliefs, and texts that have challenged every generation since antiquity, and to develop an abiding love of learning.

RESPONSIBILITY for the shared experience of community life

We are committed to living as a community that values each of its members. Portsmouth Abbey School is inspired by a monastic presence and the Benedictine tradition of common life that includes prayer, study, work and recreation. We welcome students from diverse backgrounds, while encouraging an appreciation for the Catholic faith. We seek to honor the dignity of every person as a child of God, and strive to nurture the talents of each individual for service and leadership in our own community and in the larger world.

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 Chapel service is held for the School. The School Retreat and services of Holy Week are also required. Boarders also attend a weekly House Mass. Other occasions are:

1. Daily Mass in the Church at 7:20 am. Vespers at 5:30 pm.
2. Confession: Fridays during Conference Period in the Church. There is also a Penance Service each term.
3. Charities: Students raise money for various charities. You are encouraged to suggest and help organize and conduct such fundraising activities.
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. Available opportunities include visiting residents in a nursing home, tutoring children in area schools, and helping care for animals at a local shelter. St. Gregory's Alms and other student organizations conduct a variety of activities, such as food drives to raise money for needy people in the area. 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.

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.

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 except for dinner from 5:00pm to 5:30pm. 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

should contact the Infirmary after 7:30am and before 8:30 am if their child will miss school due to illness.

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 Headmaster 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 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.

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 may 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.

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 Headmaster. 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 Headmaster.

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
- 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 without permission.
- d. Boarders may not have on campus or operate a motor vehicle while at School. A boarder may request permission from the Houseparent on duty to ride in a vehicle driven by another School student or a friend. The rider and driver must have on file in the Student Life Office completed "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, eg. concerts, professional sporting events.

- b. Day trips on island 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. Day trips off island are permitted on Sundays and holidays for students in good standing, with permission from the Houseparent on duty. Certain trips/activities may require parental permission obtained in advance in addition to Houseparent permission. For off-Island permission on weekdays, special permission must be obtained from the Student Life Office.
 - e. 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. **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:

Upper Form Houses

Third Form Houses

Mon-Fri	5-7:30pm	Mon-Fri	6-7pm
Saturday	12-10:55pm	Saturday	6-9:30pm
Sunday	10:30am-7:30pm	Sunday	6-7pm

6. **Hitch-hiking:** Students are not allowed to hitch-hike.
7. **Library materials:** Students may not remove materials from the library such as reserve and reference books, which are specifically not to be taken out. All circulating materials must be returned prior to the end of the term.
8. **Monastic Enclosure:** Students must not enter the monastic enclosure unless accompanied by a monk.
9. **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.
10. **Student's guests:** A student's friends may visit the School as follows:
 - a. On Sundays from Mass until the start of evening quiet. They may have brunch and dinner at the School.
 - b. 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.
 - c. Guests are welcome in the Student Center and the House common rooms during these times providing the Houseparent gives permission.
 - d. Upon arrival, the Abbey student host and guest must check-in with the houseparent on duty.
 - e. Guests may not attend Abbey social events unless special permission is obtained from the Student Life Office.
11. **Overnight/Weekend Policy**
 - a. If a student misses a class during the week and fails to complete the required consequence, he/she will not be allowed overnight permission.
 - b. Parents and hosts must call or email the Student Life Office with approval by 4pm Friday. (401)643-1247 or ecotta@portsmouthabbey.org
 - c. Students must additionally turn in a form 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. 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

- g. Upon return from a weekend or overnight, students must check in with the Houseparent on duty and be subject to all School obligations.
- h. 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
- i. Inclusion on the Application/Performance Assessment List (APA List) entitles the student to take one additional overnight the following term. (See "Academic Distinctions.")
- j. Students must return to the School by 7:45pm on the last day of their overnight/weekend (6:45pm if there is a Sunday evening Mass), and check-in with the Houseparent on duty. Overnights may be taken only from Saturday, after the last obligation, to 7:45pm Sunday (6:45 pm if there is a Sunday evening Mass).
- k. The first weekend of the school year and weekends before Term Examinations are considered Closed Weekends and may not be used for overnights.

12. **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

13. **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.

14. **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.

School Dress (Columbus Day Weekend through Spring Weekend, and at Sunday Mass) School Dress is worn on every class day until the end of the academic day, in all academic and administrative buildings, and the Church.

Boys

Blazer or Varsity Sweater (worn, not not carried)
Collared dress shirt or turtleneck
Dress pants
Tie
Leather shoes

Girls

Blazer or Varsity Sweater (worn, not carried)
Collared dress shirt or turtleneck
Dress pants or skirt
Leather shoes
-or
Dress

Please note the following definitions and clarifications:

Blazer – This includes blazers and sport coats of any color. Blazers are worn to Sunday Mass all year.

Varsity Sweater – Varsity sweaters may be purchased through the Athletic Office only. Varsity jackets are not considered sweaters. *Varsity sweaters are never permitted at Sunday Mass or at a weekday 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. Capri or cropped pants are acceptable during Warm Weather Dress only.

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.

Leather Shoes – Shoes must be leather and do not include sneakers, slippers or moccasins. If shoes have laces, they must be tied.

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 both the shoulders and cleavage. T-shirts may not be worn with dresses. Strapless, spaghetti strap or halter top dresses are not allowed. Sweaters may be worn with a dress. No denim.

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

Warm Weather Dress (Opening of School through Columbus Day, and Spring Weekend through End of School)

Boys

Collared dress shirt
Dress pants
Leather shoes or sandals

Girls

Collared dress shirt
Dress pants or skirt
Leather shoes or sandals
-or-
Dress

Spring Warm Weather Dress (Announced sometime after Spring Weekend)
Polo shirts may be worn at the discretion of the Headmaster.

Exam Dress

Exam Dress is Spring Warm Weather Dress.

Casual Dress

Casual Dress is permitted at lunch on Wednesdays and Saturdays, after the academic day on all other days, on the weekends and other free time. Casual Dress includes relaxed wear, sportswear or athletic wear that is modest and in good taste. Clothing may not have inappropriate or offensive images or innuendos, and may not depict or refer to drugs or alcohol. Hats may not be worn in any buildings other than the Houses, athletic buildings, and Student Center. Students must dress respectably in the dining hall at all times which includes covering the midriff and cleavage.

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) 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.

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 Headmaster 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** will be conducted Monday – Thursday, 6:30am – 7:30am. Students may choose which day they will attend morning study. If a student has not completed his/her assigned morning study hour(s) for the week by 7:30am on Thursday, they will be restricted to campus for that weekend, and they will be required attend Saturday night study hall, 6:30pm - 8:00pm. Failure to complete morning study for the week will also result in an additional 30 minutes of study 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 class 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 work missed during an unexcused absence from School.

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 Headmaster 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 Director of Studies who serves as the Chair. In addition to the Director of Studies, 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 Headmaster 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 Dean of Residential Life, in consultation with the Director of Studies, 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 Dean of Residential Life. 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.

483492912. Televisions are not allowed. DVD's, computer games and cell phones may not be used during Study Hall hours or after lights out

483492913. Games on computer consoles are only allowed to be played in the House common areas. They may be used according to posted television times. 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 lofted, 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 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.

	In rooms by	Lights out by
Form III	10:15pm	10:30pm
Form IV and Form V	10:30pm	11:00pm
Form VI	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.
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. 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. For sit-down lunches, only Faculty, guests, and Sixth Form students may enter the Dining Hall before the bell is rung. Having entered, all remain standing, refraining from food or drink, until after Grace.

3. 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 Resources tab on the Community page.

THE STUDENT CENTER

The Student Center houses the Tuck Shop and lounge/entertainment areas, classrooms and offices. Games are for the use of all students. Any damages should be reported to the Director of Student Activities.

Morning Lunch is available in the Student Center Mon - Sat from 10:00-11:30am and in the Stillman Dining Hall Mon- Fri during Conference Periods.

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

II. Academic Affairs

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 Director of Studies in consultation with the appropriate Department Head and the student's College Counselor.

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.

FULL PERIOD TESTS

Students will be given a five-day notice for all full period tests. Also, a student should not be expected to take more than three major tests in any one day. It is the responsibility of the student to notify a teacher immediately if a fourth test is announced in a particular class.

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.

MAJOR PAPERS, PROJECTS

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.

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 Reasoning Test in December and May and the SAT Subject Tests in June. Sixth Form students will take the SAT Reasoning or Subject Tests in October and/or November. A December test date is available to Sixth Form students who need to take either the SAT Reasoning Test or SAT Subject Tests. Sixth Form students who wish to take the ACT should register early for the October test date at Middletown High School. We will provide transportation to the October ACT. 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. 29, 2020	SAT	Form VI	July 31, 2020	Aug. 18, 2020
Sept. 26, 2020	SAT	Form VI	Aug. 26, 2020	Sept. 15, 2020
Oct. 3, 2020	SAT Reasoning/Subject	Form VI	Sept. 4, 2020	Sept. 22, 2020
Oct. 14, 2020	PSAT	Form IV & Form V	Registered by School	
Oct. 24, 2020	ACT	Form VI	Sept. 18, 2020	Sept. 19 – Oct. 2, 2020
Nov. 7, 2020	SAT Reasoning/Subject	Form VI	Oct. 7, 2020	Oct. 27, 2020
Dec. 5, 2020	SAT Reasoning/Subject	Form V & VI	Nov. 5, 2020	Nov. 24, 2020
Dec. 12, 2020*	ACT	Form VI	Nov. 6, 2020	Nov. 7 – Nov. 20, 2020
Apr. 17, 2021	ACT	Form V	Mar. 12, 2021	Mar. 13 – Mar 26, 2021
May 8, 2021	SAT Reasoning/Subject	Form V	Apr. 8, 2021	Apr. 27, 2021

June 5, 2021	SAT Reasoning/Subject	Form V, selected Form IV and III	May 6, 2021	May 26, 2021
June 12, 2021*	ACT	Form V	May 7, 2021	May 8 – 21, 2021
*denotes taken at home				

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	
2.0	C	69-71	} Satisfactory
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.

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.
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 (in consultation with the Headmaster) publishes at the end of appropriate grading periods a

list of students who have been placed on either Scholastic Warning or Scholastic Probation because of their deficient or unsatisfactory academic performance. A letter is sent to the student's parents informing them of this action and its implications. "Scholastic Warning" means that the School feels that the student should be doing substantially better work and that an immediate improvement in his/her performance is expected. "Scholastic Probation" means that a student's ability or willingness to do the work at Portsmouth Abbey is in question.

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.

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 Director of Studies. 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

Library hours:	Monday - Friday	8:15am - 9:50pm*
	Saturday	8:15am - 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. The privilege of using the library requires a responsibility to share its resources with others and a willingness to maintain a quiet atmosphere. The on-line library catalog of the collection is available on the School's website.

Materials owned in the collection can be found on the Portsmouth Abbey website, Academics section, under Library Holdings. Materials from the circulating collection may be signed out for three weeks. DVD's for class presentations may be signed out for one week. Students are expected to return items on time or to renew them. Overdue notices are placed in student mailboxes weekly. A special notice is sent to the students whose parents are to be billed. If notices are not addressed with the Library Director, bills and fees are generated and sent to the Business Office for recovery of replacement costs.

Books from the monastic collection, marked "ooo" in the on-line catalog, may be borrowed with special permission of the Library Director.

The Library has a printer for which a student's account is charged \$.05 for black and white and \$.20 for color copies. This machine can also scan to an e-mail address. Internet and LMS access, research resources, word processing, and color printing capability are also available. While wireless laptop

communications are welcome, the library stack printers are not configured for printing from laptops. This can be done in the computer lab. Use of computers is governed by the School's acceptable use policy. Supplies such as staplers, pens and tape must be purchased at the bookstore.

For some courses, materials are placed ON RESERVE at the Circulation Desk. This material must be signed for at the desk, used in the Library and returned to the desk.

Reference and Reserve Books are clearly marked and are not to be taken from the Library. Students who violate this rule will be subject to disciplinary action.

Current issues of magazines are kept in binders in the current periodical area. They are not to be taken from the Library. Back issues of magazines may be signed out. The Library subscribes to on-line periodical, newspaper, encyclopedia and picture services which are available on all student computers in the Library and additionally in the Houses.

NO FOOD OR DRINK IS ALLOWED INSIDE THE LIBRARY.

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 specific library related assignments; in this case, a note from the classroom teacher is required or special arrangements will be made by the teacher with the Library Director.

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

The Portsmouth Abbey College Counseling Office is well aware of the fact the college search and application process can be a stressful time in the life of students and families, so we work to create an environment in which each student and family feels supported and empowered. Because we believe that the college counselor should be someone students and families know and feel comfortable approaching, no matter where that student is in his or her Abbey career, we assign Third and new Fourth Form students to a college counselor

during their first year at the Abbey, and new Fifth and Sixth Form students 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 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 meant to address any questions regarding the college process. Additionally, families 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. College admission professionals are invited to speak at the College Seminar for Fourth and Fifth Form parents and students in January. 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 large and small groups and individually, we offer a "mock admission" session for students that brings deans and directors from a number of colleges in the area to our campus, a college fair at St. George's School, and a number of large group meetings meant to prepare students for different aspects of the college process. After an intensive application workshop in the first week of school and an essay workshop in the evenings, Sixth Form students will meet with their counselors regularly 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 will be reported by the college counselor and should also be reported by the student.

As graduation approaches, the College Counselors support the Sixth Form students as college admission decisions begin to arrive. Students and their parents are encouraged to weigh all of their options, do additional campus visits if necessary, and meet with their counselor for further discussion. May 1st is the official deadline for students to make their college decisions and to deposit at one college. 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 exciting way to end one's academic career at Portsmouth Abbey School and an important milestone on each Sixth Form student's path to graduation.

IV. Athletic Activities

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.
- 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.

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.

ATHLETIC REQUIREMENTS

Third Form: Required to participate in an interscholastic sport every season. May substitute one term of sports with a role in one of the School's dramatic productions, or participation in the Christian Community Service program during the Fall or Spring Terms, subject to availability.

Fourth Form: Required to participate in an interscholastic sport every season. May substitute one term of sports with a role in one of the School's dramatic productions, or participation in the Christian Community Service program during the Fall or Spring Terms.

Fifth Form: Required to participate in an interscholastic sport every season. May substitute one term of sports with a role in one of the School's dramatic productions, or participation in Christian Community Service or Winter conditioning during the remaining two terms.

Sixth Form: Required to participate in one interscholastic sport. May select interscholastic sports, drama, or Christian Community Service or Winter conditioning during the remaining two terms.

Requests for an exemption from these requirements will be considered on an individual basis. Requests for exemption must be filed in writing with the Athletic Director prior to the start of the season and will be reviewed by the Athletic Director, and the Directors of Performing Arts and Community Service. Drama and/or Community Service can be substituted when the Directors of Athletics, Drama and Community Service agree that this is in the best interest of the student and School.

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

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 each year and only for sports/programs not available at Portsmouth Abbey.

ATHLETIC TEAMS

Fall

- Boys Cross Country
- Girls Cross Country
- Recreational Equestrian(F)
- Girls Varsity Field Hockey
- Girls JV Field Hockey
- Boys Varsity Football
- Boys JV Football
- Boys Varsity Golf (F)
- Boys Varsity Soccer
- Boys JV A Soccer
- Boys JV B Soccer
- Girls Varsity Soccer
- Girls JV Soccer
- Girls Varsity Volleyball
- Girls JV Volleyball

Winter

- Boys Varsity Basketball
- Boys JV A Basketball
- Boys JV B Basketball
- Girls Varsity Basketball
- Girls JV Basketball
- Girls JV B Basketball
- Boys Varsity Ice Hockey*
- Boys JV Ice Hockey*
- Girls JV Ice Hockey*
- Girls Varsity Ice Hockey*
- Girls JV Ice Hockey*
- Boys Varsity Squash
- Girls Varsity Squash
- Girls JV Squash
- Boys JV Squash
- Coed JV B Squash
- Coed Conditioning**
- Wrestling

Spring

- Boys Varsity Baseball
- Boys JV Baseball
- Dance***
- Recreational Equestrian (F)
- Girls Varsity Golf (F)
- Boys Varsity Lacrosse
- Boys JV Lacrosse
- Girls Varsity Lacrosse
- Girls JV Lacrosse
- Coed Varsity Sailing (F)
- Coed JV Sailing (F)
- Girls Varsity Softball
- Boys Varsity Tennis
- Girls Varsity Tennis
- Boys Track
- Girls Track

(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
- *** Dance is offered as an after-school program in the Spring 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.

VARSIITY 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.

VARSIITY 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. The amount will be available for withdrawal after two business days.
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 between the Manor House and the Student Center, 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. 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 - Infirmery	401-682-7221@faxhd.com
FAX – Student Life	401-682-7208@faxhd.com
Campus Safety (Joseph Rocha)	842-7093

	Extension
Headmaster	240
Assistant to the Headmaster	242
Dean of Students	277
Assistant Headmaster for Student Life	380
Director of Student Activities	390
Student Life Coordinator	247
Dean of Faculty	256
Assistant Headmaster for Academics	251
Registrar	215
Director of College Counseling	275
Associate Director of College Counseling	252
College Advisor	341
College Counseling Coordinator	254
Assistant Headmaster for Operations/Cellarer	232
Director of Medical Services	233
Director of Operations	349
Operations Admin. Asst./Functions Coordinator	270
Assistant to the Director of Operations	350
Chief Financial Officer	227
Controller	264
Student Billing	236
Business Services	236/299
Bookstore	224
Assistant Headmaster for Advancement	291
Asst. Director of Development & Alumni Affairs	281
Senior Development Officer	280
Director of the Annual Fund	204
Assistant Director of the Annual Fund - Senior Alumni	235
Assistant Director of the Annual Fund - Young Alumni	276
Director of Special Events	184
Database Administrator/Office Coordinator	269
Director of Communications	205
Assistant Director of Communications	297
Athletic Director – Fitness Center	229
Assistant Athletic Director	360
Athletic Trainer	259
Athletic Coordinator	262
Director of Admission	279
Director of Financial Aid/Assoc. Director of Admission	250

Dir. of Admission Marketing/ Assoc. Director of Admission	382
Assistant Director of Admission	283
Assistant Director of Admission	228
Admission Coordinator	248
Art Center	214/245
Business Office	236/264
Christian Community Service	357
College Counseling	252/275/341/254
Cultural Awareness	277
Dining Services, Director	220/249
Drama	218
Faculty Room	219
Gym/Equipment Room	289
Housekeeping	239
Infirmery	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
Tuck Shop	263

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
WJHD Radio Station	643-1257

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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