ETHAN ALLEN
PREPARATORY SCHOOL

PARENT/STUDENT-ATHLETE HANDBOOK

The Golf Performance Center/Ethan Allen Preparatory
Achieve Program
Parent/Student-Athlete Handbook
2019-2020

824 Ethan Allen Highway
Ridgefield, CT 06877
(203) 790-4653

GPC/EAP General Information

Ethan Allen Preparatory's Mission

Ethan Allen Preparatory strives to provide an innovative and unique educational experience to our student-athletes. It is our mission to promote curiosity and embolden our scholars to embrace their interests. We're committed to bringing individualized learning to all kinds of minds and removing barriers that keep children from reaching their true potential. EAP fosters a supportive learning community for our scholars to achieve their greatness on and off the course.

Ethan Allen Preparatory's Philosophy

Ethan Allen Preparatory provides an individualized learning environment where personal visions and goals provide the framework for a participant-centered, supportive environment for learning and growing. While our commitment to educational excellence is a priority, our participants' total well-being is just as important. We strive to educate every student-athlete to be compassionate, productive, contributing members of society.

The Achieve Program is a full-day educational and golf developmental curriculum open to a select few high-achieving student athletes. Ethan Allen Preparatory partners with K12 International Academy to offer students a computer-based, fully-accredited curriculum. EAP's academic mentors supplement the course content delivered by K12 with personalized instruction and experiential learning opportunities. GPC/EAP candidates fit the profile of the academically-and athletically-motivated student who thrives in a highly-charged, innovative environment. Our goal is to inspire a passion for learning while molding bright, driven young adults.

Accreditation

The Achieve Program utilizes K12 International Academy's curriculum, which is fully accredited by the Southern Association of Colleges and Schools Council on Accreditation and School Improvement (SACS CASI); AdvancED/SACS (whose accreditation process has been approved by the Virginia Council for Private Education as authorized by the Virginia State Board of Education) and AdvancED. Students will earn a high school diploma accepted by schools, colleges, universities and employers around the world.

Parent/Guardian Partnership

Just as parents look to the Achieve Program to provide the resources and professional staff that are essential to their child's proper athletic and academic development, so, too, the Achieve Program looks to the student-athlete's parents to take an active role in their children's education. Parents are asked to take an active role in their child's development by:

- Supporting the academic and athletic goals of the Achieve Program;
- Remaining informed of academic progress by carefully reviewing class work, test results, progress reports and report cards; supervising home study and regularly logging into the online system;
- Maintaining a place and implementing a schedule in the home for students to complete any assignments not completed at GPC/EAP;
- Ensuring regular attendance and punctuality;
- Explaining and reviewing the EAP behavior code;
- Acknowledging and supporting the logical consequence for an inappropriate action or behavior;
- Reading emails and all communications from GPC/EAP and K12;
- Promptly completing and returning any requested information;
- Informing the GPC/EAP of any special needs regarding the student-athlete's well-being, safety, and health;
- Timely payment of all tuition and fees;
- Working with GPC/EAP in a cooperative effort to carry out the recommendations made in the best interest of their child, including those related to educational evaluations and counseling;
- Attending any requested parent meetings and any other EAP Talks or sponsored events;
- Interacting in a respectful manner when speaking with or about the administration, mentors and golf instructors; and
- Refraining from posting and making negative and/or defamatory comments on social media.

Education is a partnership between the parents and the Achieve Program. Just as the parent has the right to withdraw a student-athlete if desired, the administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

GPC/EAP's Right to Amend

The Achieve Program reserves the right to amend this handbook. Notice of amendments will be sent as necessary through email communication, and this handbook will be updated regularly on our website. Please refer to the website for the most current information.

Non-Discrimination Policy
GPC/EAP admit Achieve Program student-athletes of any race, color, national and ethnic origin, gender, or sexual orientation to all the rights, privileges, programs and activities generally accorded or made available to the Achieve Program participants. GPC/EAP does not discriminate on the basis of race, color, national or ethnic origin, gender, or sexual orientation in administration of its educational support policies, Achieve Program admissions policies, scholarship and grant programs, and athletic and other administered programs.

Billing Schedule – 2019-2020 Academic Year
Billing for GPC/EAP for the Achieve Program is managed as part of our youth program invoicing process led by our Membership Coordinator. To inquire about specifics of the payment schedule as well as payment plan options, please contact our Membership Coordinator, Melanie Guerrera at melanie@thegolfperformancecenter.com or (203) 403-3236. Outstanding tuition or fees may delay the processing of requests for official report cards and transcripts.

EAP Advisory Board
Ethan Allen Preparatory has an Advisory Board that uses current research and best practices to develop policies that help guide the program. Members of the board provide the leadership to foster an environment which provides underlying Achieve Program values, long-term strategic planning, and financial stability. EAP values and recognizes the importance of involving external stakeholders from appropriate fields (including business, technology, sports, government and education) in the development, delivery and promotion of its collaborative academic and enrichment programs through. These groups provide a critical link between our educators, student-athletes, international student body and alumni with practitioners in the field in order to maintain program quality and relevance. Our advisors come from varying disciplines and serve to support EAP scholars as they pursue their passions. More information on members of the Advisory Board is available upon request.

Advisory Board Members:
John Foster, Bob Johnson, Tad Wampfler, Jules Coleman, Joe Kulak

GPC/EAP Shuttle/Van
The van schedules for Achieve Program participants and other GPC Academy youth program members are as published approximately one week before the Achieve Program begins. The van service that is provided by GPC/EAP is to facilitate transportation needs to offsite events as well as intra-campus travel needs. All student-athletes must use the provided vans as the preferred and only method of transportation. There are designated areas for pick-up and drop-off to ensure that there is a safe place to wait for the van. Should there be a need, changes to this preferred method of transportation can only be considered on an individual basis via a written note from the parent/guardian. GPC/EAP will not entertain requests to add or delete stops or to modify a van route.

Shuttle/Van Behavior
Riding on the van is a privilege and an extension of the GPC/EAP. Thus, participants are to demonstrate a respectful and safety-conscious attitude on the vehicle at all times.

Riders are expected to:
- be respectful and obey the driver;
- be on time;
- wait in designated waiting areas;
- board the vehicle in single file, be seated promptly, wear seat belts <u>at all times</u> and remain seated while on the van;
- keep all body parts and all belongings inside the window;
- keep all belongings out of the aisles;
- respect the rights of other passengers at all times;
- treat the van property with respect;
- speak quietly;
- stay in the seats until the van comes to a complete stop;
- refrain from behaviors that annoy or distract the driver;
- head directly to the respective sign-in area upon exiting the shuttle.

Our code of conduct for any and all GPC/EAP participants extends to behavior while waiting for and riding in the van. Failure to comply with the Achieve Program conduct and behavior standards while using the van services will be reported, recorded and handled on an incident by incident basis; parents will be notified.

Transportation
At NO TIME may student-athletes drive their own vehicles between GPC and EAP. All student-athletes must utilize the shuttle when they need to be transported between GPC and EAP. Those student-athletes who drive themselves to GPC in the morning must leave their car at GPC. Any student-athletes who violate this policy will have their parents/guardians contacted and will be subject to disciplinary action.

Child Custody / Buckley Amendment
In coordinating with K12, the Achieve Program strives to adhere to the Buckley Amendment (Family Education Rights and Privacy Act) in regard to privacy of student records and the rights of non-custodial parents. It is the responsibility of the parents to share any official custodial information decided through court actions. Official custodial agreements will be kept in a confidential file in the EAP administrative offices. In the absence of being presented with any court document, the GPC/EAP will view each parent as having full legal custody of his/her child. In the absence of a court order to the contrary, non-custodial parents have the right to receive records about their child's academic progress or lack thereof.

Communication

As parents you are your student-athlete's first teachers, and we consider you our partners in education. Therefore, regular communication with you is essential. Scheduled parent conferences allow all stakeholders to discuss academic achievement as well as to develop means to assist when difficulties arise. A parent may request a meeting with an EAP leader or K12 at any time by simply sending an email to an EAP administrator. Upon receipt of the email, EAP will schedule a meeting at a mutually convenient time. While in person meetings are preferred, conference or video calls can be scheduled as necessary.

Change of Contact Information/Address
The Achieve Program must be informed immediately if there is a change of contact information, including home address, email address and telephone numbers (mobile and home) for the purpose of mailing and/or emergency outreach.

Notices
In an effort to reduce paper waste, email communication with parents is used extensively. Information is also posted on our website. Please check your email daily to ensure proper communication between home and the Achieve Program. When need be, print out and sign any notices with instructions to return to the Achieve Program office. If you do not have the ability to print, extra forms can be made available upon request.

Calendars and Schedules

The Achieve Program core operations are structured around the K12 academic calendar which is published in the July preceding the start year. A tentative calendar is sent home during the summer months. If changes are made or additional events are scheduled, parents are notified via the newsletter or email. The K12 calendar is on the K12 website and is regularly updated and kept current. While academics typically end in May, the golf and performance schedule for the Achieve Program continues throughout the course of the summer into the beginning of August.

Typical Daily Schedule
7:00am-8:00am Morning Workout
8:00am-8:30am Shower/Breakfast
8:30am-12:00pm Academics
12:00pm-1:00pm Lunch
1:00pm-5:00pm Golf Practice
4:00pm-8:00pm Academics/Dinner (served at 6 pm)

Academics and Travel
Travel to golf practice and tournaments is part of the student-athlete's experience. It is expected that student-athletes remain current with their academic work during their travels. As a result, student-athletes will learn how to budget their time and manage their schedules.

2019-2020 Holiday Calendar
Our calendar has been developed in order to be consistent with surrounding schools and accommodate students who have siblings attending public schools. The complete academic calendar can be accessed on the EAP website. Please note that EAP academic facilities are closed when there is no school and academic mentoring will not be available.

September 2	Labor Day	No School
September 3	First Day	
October 7-11	Fall Break	No School
October 31	Halloween	Early Dismissal (4:00)
November 11	Veterans Day	No School
November 27-29	Thanksgiving Break	No School

December 24-January 3	Winter Break	No School
January 20	MLK Day	No School
February 14	Valentine's Day	Early Dismissal (4:00)
February 17	Presidents' Day	No School
April 10	Good Friday	No School
April 13-17	Easter Break	No School
May 25	Memorial Day	No School
June	Last Day	

Inclement Weather
If the need arises for the Achieve Program to be closed, start late or end early due to inclement weather, notification will be sent out via email. Closures and length of closures are determined based on Ridgefield Public Schools. To sign up for early text alerts, please go to http://my.textcaster.com/asa/Default.aspx?ID=651c5aed-b306-472c-9b67-8d79ecb9f5dc and follow the instructions.

Visitors
We welcome family members to our facilities. However, for the safety of all, anyone entering the building must make contact with an Achieve Program representative in advance of their visit. Visitors may be asked to show identification in the form of a driver's license or other government issued identification. The facility remains locked during operating hours; visitors are asked to call 203 790-4653 x102 so we may arrange access to the building.

EAP boarding and academic buildings and grounds are equipped with electronic surveillance for the safety of students, staff and visitors. Actions of those on campus may be recorded and preserved.

General Procedures

Standard Arrival/Departure
The academic component of the Achieve Program will begin at 8:30 am. All students should be in their classroom at this time. The shuttle will drop off and pick up the student-athletes at the front door of the upper level of GPC and transport them to GPC main campus.

If a student-athlete will be dropped off and picked up by his/her parent/guardian, EAP must be informed following the proper procedures. Parents will meet their child at at the designated area at the appropriate times. If it is necessary for a student-athlete to depart GPC/EAP before the end of the scheduled day, please notify EAP following the proper procedures. Student-athletes dismissed early must be signed out.

If a student-athlete's regular plans change, GPC/EAP administration needs to be notified in advance, in writing. If the GPC/EAP has not received communication indicating such change, the scholar/athlete will be expected to follow the daily schedule.

Tardiness
Student lateness interrupts the learning process for your child and all other children in that classroom. Any student arriving at GPC/EAP after the published opening time is considered late. Students arriving late to GPC/EAP must sign a late slip in order to be admitted to the academic center. Parents of students with 10 tardies in a quarter will be asked to meet with an EAP administrator.

Dining Program
Meals will be provided each day to anyone enrolled in the dining program. Please make our staff aware of any food allergies the student-athlete may have. Student-athletes may choose to bring their own lunch each day. Student-athletes should not bring glass bottles, soft drinks, or excessive amounts of candy. Students are expected to use proper etiquette while in the dining hall. Courtesy towards other students and cooperation with staff are expected at all times. **On snow days or cancellations, paid meals will not be refunded. This will also be the protocol if your child is absent.**

Field Trips
Field trips provide additional value to EAP's instructional program and broaden the student-athlete's educational experiences. Field trips are privileges; no participant has an absolute right to a field trip or will be permitted to opt out without a valid reason. Individual GPC/EAP staff in consultation with the administration reserve the right to restrict or deny student-athlete participation on any field trip including but not limited to poor academic performance and/or poor conduct.

An official permission slip, signed by the parent/guardian, is required before a student-athlete will be permitted to attend a field trip. Verbal or faxed permission cannot be accepted. Forms will be sent out to parents via email prior to the trip and must be returned by the specified deadline. If the field trip requires transportation, a transportation waiver will be signed and saved on file for each Achieve Program participant. Parents may refuse to permit their child to participate in a field trip by completing the proper form. Participants who do not attend a field trip will remain at GPC/EAP. Parents may be asked to accompany their child if the child has an allergy that requires extensive monitoring.

Personal Items
Achieve Program participants are assigned a personal space to store items. No prohibited items may be stored in any lockers or storage areas at GPC/EAP facilities. GPC/EAP is not responsible for loss or damage to any items brought to any GPC/EAP facilities by a student-athlete. This includes, but is not limited to all electronic devices and golf equipment. Lost and found items are to be delivered to and retrieved from the administrative offices at GPC Academy's Main Campus.

Money/Accounts
Participants are encouraged to use their charge accounts as the primary means for any on premises purchases in lieu of bringing money (currency or coins). Money that is brought to GPC/EAP should be kept on the student's person. The GPC/EAP cannot be responsible for lost or stolen money.

Academics

Graduation Requirements
The Achieve Program's curriculum provider, K12 International Academy, offers its graduates a U.S. high school diploma accepted by schools, colleges, universities, and employers around the globe. To successfully complete and graduate and receive a U.S. high school diploma from K12 International Academy, students must be full-time and complete a minimum of 24 full credits (each full-year course earns one full credit while each half-year course earns one-half credit) in the following subject areas:
English – 4 credits
Math – 4 credits
Science – 4 credits, including 2 lab sciences
History – 4 credits, one of which must be US History
World Language – 2 credits (must be 2 credits of the same language)
Electives – 5 credits
Health – 0.5 credit
Physical Education – 0.5 credit

In a given academic year calendar we expect Achieve Program participants to successfully complete a minimum 6 credits. A participant will earn a K12 International Academy diploma upon completion of the required coursework 24 credit minimum.

GPA
Student-athletes who are actively enrolled are expected to maintain a minimum 3.0 cumulative grade point average on work completed at Ethan Allen Prep. If, in a particular semester a participant's cumulative GPA or overall GPA falls below the 3.0 GPA minimum, he/she will be given notice of unsatisfactory academic performance. The student-athlete must attain a 3.0 cumulative GPA during her or his next period of enrollment; failure to do so will result in suspension for one semester. A student-athlete must maintain a minimum 3.0 GPA every semester upon returning from the suspension. A student-athlete is allowed one suspension. If poor academic performance results in a second suspension, the student-athlete will be permanently dismissed from Ethan Allen Prep. Ethan Allen Prep reserves the right to suspend any participant who does not maintain satisfactory academic standing from participating in practice or tournaments.

A student's cumulative GPA and overall GPA is calculated based on coursework attempted at K12 International Academy plus any applicable transfer coursework. At the end of any grading period, if a student's overall GPA falls below 2.0, he/she will be automatically suspended and cannot enroll for one semester.

If a participant has been identified as potentially having to repeat a course, the K12 instructor and Headmaster will begin discussing this possibility as early in the academic cycle as possible with the parents/guardians. Although the K12 instructor consults with EAP, the final decision regarding enrollment rests with GPC/EAP. The final decision to have a participant retake a course will be based upon a total evaluation of the participant's growth in all areas of development.

General Student-Athlete Academic Expectations
It is expected that student-athletes will be working in the study rooms during scheduled academic time. Monday-Thursday mornings student-athletes will have two ½ hour meetings with subject area mentors during which time student-athletes should be prepared to discuss their progress, ask specific questions about assignments, have the mentor review any work, plan for the upcoming week or review anything else necessary. While student-athletes are scheduled for a ½ hour with each mentor, depending on the assignments and other factors, this may be longer or shorter. In order to foster discussion and allow student-ath-

letes a chance to work together on common assignments, student-athletes taking the same courses may be scheduled to meet in small groups with the subject area mentor during this time.

Student-athletes are expected to regularly communicate with their K12 teachers and attend office hours or scheduled skype sessions and should check your K12 email on a daily basis during the week.

All phones should be placed on silent and left in the charging area in the room in which the student-athlete is working. Phones may be used during breaks only. We recommend student-athletes take two 15-minute breaks. They MUST get permission from a mentor before doing so and should refrain from causing any distractions. During a break student-athletes are limited to the following areas: upstairs sitting room, dining hall, outside sitting area or to bench by pond.

Student-athletes may take a 1-hour break during evening academics; it is suggested that they take one ½ hour break and one ½ hour for dinner (served from 6-8). If student-athletes are using transportation other than the shuttle to leave evening academics, they must see the Headmaster or mentor on duty to receive permission to leave.

Satisfactory Academic Progress
We believe that student-athletes must take responsibility for their academic work and learn how to budget their time. To that end, we work with them to develop these skills and become self-advocates. The purpose of the weekly meetings the Headmaster is to ensure that all student-athletes maintain their grades and are current with their assignments. Any student-athlete who is behind by 3 or more assignments will work with the Headmaster and/or an EAP mentor to develop a work schedule to get caught up. This schedule will be emailed to the student-athlete's parent(s)/guardian(s). While there is ample time during the day to complete all coursework, there may be times when a student-athlete must work on academics outside of scheduled academic hours. In such situations, it is expected that student-athletes will put in the necessary time at home to remain current with their assignments. We expect that parents are monitoring their child's progress on a regular basis and work with us to ensure their child's academic success. Parents will receive an update from the Headmaster on their child's performance at the beginning of each month but can access K12 at any time to monitor progress.

Privileges
Students who remain current with all assignments will be able to earn the following privilege:
All student-athletes will have an academic meeting with Jami on Thursday. Anyone who is current with all work and passing all classes with a grade no lower than a B can earn the privilege of leaving after golf and not returning for evening academics that Friday.

Upperclassmen Privileges
Any junior or senior who, after morning academics, is current with all work and passing all classes, may receive approval from the Headmaster to be excused from that evening's academics. The student-athlete must check in with and receive approval from the Headmaster at the end of the morning academic session. Anyone who has not received prior permission is expected to be in attendance at the evening academic session. Names of anyone excused from evening academics will be communicated to GPC coaches and staff daily.

Failure to Return for Evening Academics
Any student-athlete who fails to return for evening academics without being excused by the Headmaster will be required to attend evening academics for 1 full month, after which he/she may begin requesting permission to be excused from evening academics (upperclassmen)/Friday evening academics (underclassmen).

Withdrawals
Notice of withdrawal by an Achieve Program participant from a K12 course should be made by the parent in writing to an EAP administrator who will coordinate with K12. The notice must be made at least 2 days in advance of the withdrawal date. (See K12's website for current deadlines.) When an Achieve Program participant withdraws before the withdrawal date, no grade will be reported. If the withdrawal is requested after the respective deadline, any grade reporting will be at K12's discretion. Most likely, this will result in a W on the transcript.

Transfers
We welcome transfer applicants. A transcript review will be done to determine the appropriate course of study for progression toward earning a diploma. For full-time students, K12 International Academy will consider accepting credits earned at other institutions when an official transcript has been received. Transfer of credits from a public school or accredited private institution will be considered on an individual basis. Transcript analysis may require further information and contact with prior institutions to determine eligibility of transfer credits. International records may require translation and/or evaluation prior to being considered for transfer credits. Transcripts from other institutions that have been presented for admission or evaluation become part of the student's academic file and will not be returned or copied for distribution.

Curriculum
The Achieve Program utilizes K12 International Academy's fully accredited, computer-based curriculum. To read more about the curriculum details, please refer to K12's website https://www.k12.com/virtual-school-offerings/high-school.html. In addition to K12's curriculum, the Achieve Program regularly develops courses driven by student interest for which students may be able to earn credit through K12. To learn more about current course offerings, contact Jami DeSantis at jami@ethanallenprep.com or 203-438-8808.

Daily Coursework
The rigorous coursework of K12 International Academy helps students become self-reliant and self-directed, and is an essential part of the instructional program at EAP. K12's projected daily time allotments for each weekday's coursework (written and study) are as follows:

Standard Level Course: 60 minutes-A participant engaging in a course load of 5 standard courses at the standard level offerings may expect to devote 25-30 hours a week to academics.

Honors Level Course: 90 minutes-A participant engaging in a course load of 5 courses at the honors level may expect to devote 35-40 hours a week to academics.

AP Level Course: 120 minutes-A participant engaging in a rigorous course load of 5 courses with 2 AP level courses may expect to devote 50-60 hours a week to academics.

While these are the typical time allotments, these are guidelines only. The amount of time an individual will need to complete his/her coursework will vary by participant depending on course mix and subject areas within a given program academic calendar year.

Missed Coursework and Late Submission Policy
Student-athletes who are absent from the program due to illness, death in the family, impassable roads or extreme weather have an excused absence. In the case of extreme weather, participants are still expected to complete any assignments due remotely, with the exception of scheduled labs. In any other case, student-athletes will be provided with a recovery plan allowing one day for each excused day of absence. For example, a participant who was absent for three days will be given three days to complete the missed work. Mentors will work with the participant to design the work plan and will assess progress.

The academic calendar provides for extended weekends throughout the year. Parents are encouraged to schedule trips or family outings during these times so as to eliminate the need to interrupt a student-athlete's learning process. If a trip must take place during the academic year, the student-athlete is encouraged to complete any assignments that would be due while away prior to departure. student-athletes who are absent from GPC/EAP due to planned vacations have an unexcused absence, and mentors are not expected to prepare packets.

Semester Examinations (Midterms and Finals)
Semester Examinations will be administered by K12 International Academy.
The purpose of these examinations is four-fold:
1. To improve study skills;
2. To cultivate organizational skills;
3. To develop the skill of retaining information; and
4. To prepare for post-secondary studies.

The following guidelines apply to semester examinations:
1. There are no timed exams.
2. The first semester examinations will include all work covered in the first semester. The second semester examinations will only include work covered in the second semester.
3. First semester exams are to be given one week before the second marking period ends. Second semester exams are to be given during the last week of the academic year.
4. For full year courses, first semester exam grades are averaged with the second semester exam grades to determine the final grade.
5. Exams will be given in all of the major subjects.
6. The format of the examinations will be left to the discretion of the K12.

Grading Policy
Please refer to K12 for grading system information. Cheating of any type will not be tolerated. Student-athletes who are caught cheating may receive a failing grade and face suspension and /or expulsion from K12 International Academy and the GPC/EAP Achieve Program. Participants involved in cheating will also be unable to attend golf practice/tournaments/extra-curricular activities. For additional detail refer to the K12 Academic Integrity Policy at the end of this document.

Standardized Test Preparation
GPC/EAP offers a robust standardized test preparation program, instructing participants on core concepts in the PSAT, PACT, SAT, and ACT. Recognizing the weight college and universities place on standardized test performance, the Achieve Program introduces test preparation early in the academic year as to alleviate the acute pressures that may lead to test anxiety. Student-athletes and their parents/guardians should contact an EAP administrator to schedule individual test prep sessions.

Special Learning Needs
All applicants, especially those with learning differences, may benefit greatly from the individualized learning program at EAP. EAP, in partnership with K12, makes every effort to meet the individual academic needs of each student. Sometimes, however, an applicant may have needs that do not permit him/her to benefit fully from the program. In those cases, a GPC/EAP administrator may schedule a meeting with the parents/guardians to discuss having an evaluation of the student's learning needs. Such evaluations can be done through the local public school district or privately. Once the results of the evaluation are available, the GPC/EAP administrator will meet with the parents/guardians to discuss the results of the evaluation and make recommendations. The Achieve Program is limited in its human capital resources and will make **reasonable** accommodations for learning differences when possible. EAP cannot accommodate students who have **extraordinary** learning differences.

Participant testing, diagnosis and actual performance, however, may indicate that some applicants who are admitted may fall behind or struggle to maintain the pace of the standard schedule for completing the K12 course of study. For these special circumstances, the EAP administrator and K12 faculty will work tirelessly to modify the program for the student-athlete. A copy of the modified program course work will be retained in the participant's file.

Participant Records
The Achieve Program, in partnership with K12, recognizes K12's adherence to the Buckley Amendment (Family Education Rights and Privacy Act) regarding access to academic performance records. Parents will be emailed their student-athlete's report card and transcript at the end of each semester. Allow 30 days from the course end date for these documents to be processed. Any additional copies of student records, whether official or unofficial, can be requested through http://www.transcriptsplus.net/order. Please be aware that costs are associated with additional record requests. Parents are responsible for making all transcripts requests through the aforementioned link. EAP is unable to process transcript requests for K12.

Achieve Program participants requesting records/transcripts/recommendations must allow for adequate turnaround time of a routine request to K12. We recommend that all transcript requests be made 30 days prior to the date the transcript must be received. Please keep in mind that there are peak periods for transcript requests whereby it may take longer than 30 days. No records will be shared of student-athletes whose financial commitment is in arrears.

Achieve Program Participant Conduct

Expectations and Responsibilities for Students
Student-athletes are expected to respect themselves and others and must comply with all GPC/EAP policies, procedures and rules for the duration of their enrollment, whether on or off campus, in session or on vacation. In addition, all student-athletes must comply with any and all applicable city, state and federal laws or ordinances. General expectations include, but are not limited to:

- maintaining honesty by avoiding deception, half-truths and deliberately misleading words or behaviors;
- demonstrating respect for members of the community through courteous behavior and refraining from gossiping, rudeness and/or use of inappropriate language or behavior that intimidates, insults, threatens, bullies, coerces, abuses, exploits, harasses, humiliates or demeans, whether in person or online;
- arriving prepared for academics with all necessary materials;
- obeying all GPC/EAP rules and regulations, including those outlined in this manual, particularly those forbidding the use of drugs, alcohol, tobacco products or disruptive behavior;
- observing the dress code;
- supporting and promoting an environment that does not discriminate against any individual or group;
- maintaining clean and neat academic rooms and common areas.

These expectations apply not only to in person interactions but also to all forms of electronic and media communications. Student-athletes are encouraged to report any violations of the general expectations to a trusted adult at GPC/EAP.

Attendance
A daily attendance record for all Achieve Program participants will be maintained. GPC/EAP shall establish a system of monitoring absences whenever a participant fails to report to GPC/EAP facilities and no indication has been received that the participant's parent/guardian is aware of the absence. This system must include communication to the parent/guardian within at the start of the day. (Per our policy above, GPC/EAP requires a parent/guardian to contact GPC/EAP regarding any student absence.)

A written explanation from a parent/guardian for a student-athlete's absence is mandatory upon return and will be kept on file for at least one year. In the case of an absence of three days or more, a doctor's note will be required. Daily attendance records

will be kept indefinitely. Excessive tardiness may require us to contact and/or report to the State Department of Family and Children Services.

If an Achieve Program participant is absent from the full day program on the day of any GPC/EAP sponsored event, that individual may not participate in the event without the express permission of the GPC/EAP leaders.

Family vacations should not take place when the Achieve Program is in session. Any vacation that occurs during this time will be deemed an unexcused absence. It is expected that all missed assignments, including quizzes and exams, will be made up in a period of time determined by the K12 and EAP. Participants who are aware of an extended absence are encouraged to work ahead and submit any work prior to the absence.

Dress Code

Student-athletes are expected to dress in a manner that is neat, presentable and professional. The following dress code will be enforced from 8:30 a.m. to 8:00 p.m. in all areas of the EAP campus, except for the gym. Student-athletes are encouraged to wear GPC attire when possible.

Shoes: Dress shoes, casual dress shoes, or clean golf shoes are permitted. Wearing flip flops, dirty shoes or moccasins during operating hours is not permitted.

Boots: Winter or work boots may be worn when there is inclement weather (i.e., snow, sleet or ice). Boots must be neat and fully laced.

Pants: Neat and clean dress-style trousers are permitted. Non-GPC sweatpants and baggy, frayed or oversized pants are not permitted.

Sweaters: Neat, clean sweaters, vests or quarter zips are permitted. Non-GPC sweatshirts or hoodies are not permitted.

Hats: No caps or hats are to be worn inside the building.

Backpacks: Backpacks must be stored neatly during academic hours and should not be left behind.

Dining Hall Behavior

The code of conduct for any and all GPC/EAP participants extends to behavior while dining in GPC/EAP facilities. All rules and policies of the Achieve Program regarding appropriate language, behavior, and treatment of others, which are outlined in this document, are to be followed.

General Recreation Policies

We expect student-athletes to:

- stay within the course boundaries or gated areas at all times;
- respect the judgment of the GPC/EAP leaders;
- report to the GPC/EAP leader on duty if you need to leave area of supervision and report back in upon return;
- report any injuries to a GPC/EAP leader on duty immediately;
- respect each other's personal space and treat each other with respect and dignity;
- exhibit good sportsmanship at all times;
- use appropriate language;
- share and properly use equipment;
- return equipment to storage containers at the end of practice;
- clean shoes on the mats before entering the building.

For information regarding golf and performance training activities, please refer to the Achieve Program exercise and golf etiquette policies.

Discipline

The disciplinary process is intended to further educate student-athletes about GPC/EAP and EAP Management's values and expectations, hold student-athletes responsible for their actions, and remind them of their commitment to the community.

No set of rules or guidelines can cover every conceivable situation that may arise. The rules, policies, and procedures are intended to apply under normal circumstances. However, situations may arise that require immediate or non-standard responses. This handbook does not limit EAP Management's ability to deviate from normal rules and practices. EAP Management reserves the right to deal with individual circumstances as they arise in the manner deemed most appropriate by Management, while taking into consideration the best interests of the community, including expulsion.

Prohibited Behaviors
The following list of behaviors are prohibited. Student-athletes found participating in any of these behaviors are subject to disciplinary action.

- Fighting, including any physical abuse or contact intended to cause infliction of physical or psychological harm to another individual;
- Purchase, sale, possession of, or passing of pornographic material or viewing pornography;
- Vandalism, physical damage to any property, whether on campus or off-campus while attending or participating in an off-campus activity;
- Disrespect toward fellow student-athletes, EAP OR GPC staff/employees, guests, contractors or tournament/game officials;
- Criminal activities while enrolled in the Achieve Program;
- Creation, sale, purchase, possession, distribution, or use (or arranging/facilitating the creation, sale, purchase, possession, distribution, or use) of any identification with false information for the student-athlete or any other third party. This includes using another student-athlete's ID;
- Making or cooperating/conspiring to make a 911 call as a prank or without good cause;
- Making a bomb threat, inducing panic, or tampering with, disabling, or using safety equipment (fire alarms, fire extinguishers, emergency call boxes) as a prank or without good cause;
- Entering the boarding facilities or office of a staff member without permission;
- Failure or refusal to cooperate in an investigation;
- Use of profanity, violent or harassing speech, writings or images (including in emails and instant messaging);
- Unauthorized possession or use of EAP Property;
- Wearing clothes with offensive advertising or content or clothing that is too revealing per GPC/EAP standards;
- Wrestling or other rough games or behavior, including pushing/throwing someone into the pond;

Violation of any EAP Management Rules and policies may impact a student-athlete's current or future enrollment.

Prohibited Items
The following are prohibited on any GPC/EAP properties and facilities:

- knives
- firearms
- drugs/any illegal substance
- alcohol
- cigarettes / e-cigarettes and other tobacco products

If any activity which violates the policy is suspected or observed, GPC/EAP administration may search participants' property including desks, work areas, lockers, and storage areas where personal belongings may be kept (including but not limited to handbags, briefcases, purses, backpacks, clothing and other items in possession). This includes communication devices, cell phones, and other electronic devices, including personal/non-EAP issued computers.

Controlled/Illegal Substances
Distributing, purchasing, attempting to purchase, using, possessing, or knowingly remaining in the presence of illegal drugs or drug paraphernalia on or off campus is prohibited. All Residents agree to avoid and refrain from the use, possession or sale of any and all illegal narcotics and other controlled substances, whether on or off EAP property. Violation of any of these policies are considered serious and may result in a variety of sanctions, including but not limited to criminal and/or civil charges, fines, eviction and/or expulsion from GPC/EAP program(s) and from residential housing.

The use of illegal drugs, substances, or alcohol has a detrimental impact on a student-athlete's behavior, interferes with academic and athletic performance, and may cause permanent physical and mental harm to the user. A student-athlete may be required to take multiple tests throughout the year. These tests will consist of urine analysis, breath analysis, or any other method adopted by GPC/EAP. Random testing may be conducted at various times during the academic year. Whenever there is reasonable suspicion to believe that a student-athlete is using drugs, substances or alcohol, the student-athlete may be tested. If a student-athlete refuses to consent to or cooperate with any testing, he/she is subject to dismissal from EAP Boarding. Disciplinary action may include dismissal from EAP Boarding without refund or suspension from EAP Boarding. The purpose of this policy is for the wellbeing of the student-athlete and residential community. Results of any test pursuant to this policy will not be forwarded to any criminal or juvenile authority unless required by the legal process but does not mean immunity from EAP discipline.

Firearms/Weapons and Dangerous Devices
The possession or use of firearms, ammunition, explosives, fireworks and any weapons, including but not limited to knives, bows, guns, BB guns, paintball guns, soft air guns, martial arts weapons, brass knuckles, tasers, slingshots, launching devices, and/or any other object that is designed or intended to be used primarily as a weapon, is prohibited at all GPC/EAP and EAP

Management Facilities and Properties, including housing and dining, whether inside or outside the property. Projectiles, including but not limited to fireworks, gunpowder, and other explosive or potentially dangerous objects used for anything other than their intended purpose are prohibited and can result in automatic suspension from the Achieve Program.

Gambling
Gambling, including bets between friends, classmates, and suitemates and bets made on the Internet or the sports field, is illegal and therefore is strictly prohibited. Violations may result in criminal charges and suspension and/or expulsion.

Harassment, Hazing and Bullying
EAP maintains a campus free from harassment, hazing and bullying. All individuals have a basic right not to be harassed, hazed or bullied. EAP prohibits any form of bullying, hazing or harassing behavior, whether on or off campus. Anyone found to violate this provision may be subject to disciplinary action.

Health

Emergency Information
Every year, parents/guardians are required to fill out an Emergency Contact Form prior to the opening of the Achieve Program. This form must remain current; if there are any changes, parents must notify us in writing as soon as possible. In addition, please highlight on the contact form any allergies to medicine, food, latex and/or insects. If there is an emergency and you have to alter your child's dismissal plans, please call GPC/EAP leaders as soon as possible.

Illness Guidelines
A primary step in preventing the spread of infection is keeping your children at home when they are ill. It is important that ill participants be kept out of GPC/EAP facilities while contagious. We know this puts a potential burden on parents. However, our first concern is the health of all of our student-athletes. Any participant who appears ill will be sent home for evaluation.

Please follow the guidelines below if your child is ill. If you see any of the following symptoms, it is best to keep your childr at home.

- Fever of 100.0 or more (taken orally)
- Vomiting two or more times in a 24-hour period
- Severe coughing
- Eyes that are pink/red, with drainage

It is best to check with your doctor if you have any questions about your child's condition.
In order to return to GPC/EAP, a participant should be fever-free for 24 hours without the need of any fever-reducing medications and be able to resume their normal diet and activity. Certain other conditions require children to stay at home for a longer period of time or be under a doctor's care. These conditions include:

- Chicken pox (Varicella): May return to GPC/EAP when all blisters have scabbed over, approximately six days.
- Pink Eye (Conjunctivitis): May return after treatment has been started with antibiotics and doses given for 24 hours.
- Fifth Disease: May return to GPC/EAP on doctor's recommendation.
- Impetigo: Exclude from GPC/EAP until evaluated and treated by a health care professional.
- Head Lice: Exclude from GPC/EAP until under medical treatment.
- Ringworm: Seek medical care. If unable to cover site, exclude from GPC/EAP until receiving medical treatment and considered non-infectious by doctor.
- Scabies: Exclude from GPC/EAP until considered non-infectious by doctor.
- Scarlet Fever, Scarlatina, Strep: May return to GPC/EAP no sooner than 24 hours after the start of medication or upon doctor's recommendation.
- Widespread Rash: Exclude from GPC/EAP pending diagnosis by doctor.

It is important to let GPC/EAP administration know if your child is not feeling well, is being treated for a medical condition or are taking any medication for illness. Having this information will enable the GPC/EAP staff to better assist your child while in GPC/EAP facilities.

Medication
Any and all medication, including over the counter medications (i.e. Tylenol, antacids, etc.) that a student-athlete may need to access during Achieve Program hours must be communicated proactively and noted in the student-athlete's file. The administration of any and all medication(s) as approved and recorded on file is not the responsibility of GPC/EAP. Furthermore, we request an authorization form be completed for the participant to self-administer any and all medication(s) on GPC/EAP premises. The Authorization Form for the Administration of Medication by the Participant has to be completed by the parent and health care provider and submitted to the GPC/EAP administrator.

Injuries and Exemptions from Athletics
Participation in the GPC activities per the daily schedule of the Achieve Program is fully expected. If a student-athlete is unable to participate due to sickness or injuries, GPC/EAP staff must be notified with a parent note that clearly states the medical excuse.

Food Allergy Guidelines
GPC/EAP seeks to avoid exposing student-athletes to known allergens. GPC/EAP will work with parents and student-athletes with allergies in order to minimize or avoid, as much as possible, the chances of an allergic reaction that threatens the participant's well-being.

GPC/EAP takes reasonable measures to guard against allergic reactions. However, since each individual must accept responsibility for compliance, the GPC/EAP cannot guarantee that a participant will not come in contact with a product he/she may be allergic to in the course of the day or during an event. Participants' parents/guardians must notify us of any allergy through a written note upon enrollment in the program. If an allergy is developed or diagnosed while enrolled in the Achieve Program, GPC/EAP needs to be notified, in writing, as soon as possible. Appropriate information and precautions will be communicated accordingly by the GPC/EAP administration and/or staff.

Student-athletes, GPC/EAP staff, and parents/guardians are asked not to bring any peanuts, peanut products, tree nuts or tree nut products to our facilities or to GPC/EAP-sponsored excursions including athletic events. Severe food allergies can be life threatening. In some cases, allergic reactions occur as a result of ingestion of allergens, while others are simply the result of physical contact with the allergens. The risk of accidental exposure can be reduced if everyone in the Achieve Program community works to minimize risks and provide for a safe environment for our severely food allergic students.

Smoking
The GPC/EAP facilities promote a smoke-free environment. Connecticut Law prohibits smoking and purchase of tobacco products for anyone under the age of 18. Smoking of any type is prohibited at all times in GPC/EAP facilities, on its parking lot and grounds. This prohibition applies to GPC/EAP staff, parents, participants, and all visitors to the GPC/EAP.

Student Safety

Security
For security purposes, a video monitoring system is utilized during core operating hours, after hours and any special events where participants are present. We complement security with attendance taking. During the day a continual inspection of the building occurs. All egress doors are locked during the day. To assure the security of the building and the safety of each child, GPC/EAP strongly enforces its visitor policy, as previously noted. To avoid interruption of the learning process, no one may enter a classroom without permission of GPC/EAP staff. In the event that the GPC/EAP suspects danger to a student or the academic community, the GPC/EAP reserves the right to call the police.

Child Abuse Laws
GPC/EAP in coordination with K12, will report any observed and/or suspected cases of abuse or neglect of a program participant to the proper agency. In so reporting, no allegation is made against a parent or caregiver. Rather, it is a judgment that the participant may be presenting signs of abuse or neglect.

If a GPC/EAP or K12 leads suspect abuse or neglect, he or she must immediately confer with the EAP academic lead for further discussion and to determine which person will report the alleged abuse to the proper agency.

Confidentiality
All GPC/EAP staff have the professional responsibility to safeguard all information of a privileged nature. However, any staff member with knowledge of evidence that could impact the health or safety of any person has the responsibility to share the information with the Achieve Program administrators.

Under Section 423 of the Child Protective Services Act, school officials are required to report when they have reasonable cause to suspect that a child coming before them in their professional or official capacity is an abused or maltreated child (see section on Child Abuse).

The rules that govern privileged information also apply to any personal or academic information that is discovered through daily classroom instruction or other social interaction with students, parents or peers.

Crisis Plan
Should a crisis require evacuation from the GPC/EAP building, students will be brought to a safe place. Parents will be notified of evacuations and given the location for student pick-up.

Evacuation/Safety Drills
Fire drills and lockdown drills at regular intervals are required by the law and are an important safety precaution. It is essential that everyone react appropriately, promptly, and follow the plans as quickly as possible. Students are not permitted to talk during drills. Teachers will direct the students.

GPC/EAP Internet and Computer Usage Policy

Delivering Ethan Allen Preparatory's academic support and services for academic use and authorized purposes is enabled by the GPC/EAP computer "network," including computers, copiers, phones, mobile communication devices and all forms of Internet/Intranet access. This policy pertains to EAP Achieve Program student-athletes as well as other junior academy members of the Golf Performance Center who are receiving academic mentoring and support and are utilizing our "network." GPC/EAP maintains regularly updated computer security measures, including firewall configuration, secured wireless connectivity, and virus protection configured to update automatically, all of which are overseen by GPC/EAP's Information Technology Leader.

Acceptable Usage of GPC/EAP "Network"

As stated, our "network" is principally for the benefit of academic advancement of our scholars and those receiving mentoring support through EAP; however, brief and occasional personal use of our "network" is acceptable only if it is not disruptive to others, is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense to EAP.

Excessive use is defined as interfering with normal class functions, responsiveness, or the ability to perform daily class and homework activities. Any electronic communication that is unrelated to academic purposes and serves to distract, intimidate, harass or disrupt activities is strictly prohibited.

Use and access of EAP "networks" is a privilege for our EAP Achieve Program scholars and GPC youth academy members, which GPC/EAP reserves the right to revoke at any time for improper use or misconduct including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial email ("spam") that is unrelated to legitimate academic purposes;
- Misrepresenting oneself or EAP or GPC;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either GPC/EAP's "networks" or systems;
- Public or private email and/or text messages containing any abusive, profane, threatening, racist, sexist, or otherwise objectionable language;
- Transmitting, receiving, accessing or storing pornographic materials directly or any associated links;
- Any actions causing congestion, disruption, disablement, alteration, or impairment of GPC/EAP "networks" or systems;
- Maintaining, organizing, or participating in non-academic-related Web logs ("blogs"), Web journals, "chat rooms," social networking or private/personal/instant messaging;
- Failing to successfully log off any secure, controlled-access computer or other form of electronic data system to which one is assigned, if such computer or system is left unattended;
- Using a system identification, non-sanctioned email to log into or access the "network" other than your own as issued by GPC/EAP and where applicable K12 International Academy;
- Defeating or attempting to defeat security restrictions ("hacking") on GPC/EAP systems and applications;
- Engaging in non-academic activities, excessive use of email, texting, instant messaging, chat rooms, or social networking sites;
- Engaging in malicious activities or violating the laws and regulations of appropriate jurisdictions.

Using EAP's "network" systems to access objectionable or illegal material is strictly prohibited. This includes, viewing, creating, transmitting, or receiving racist, sexist, threatening, or otherwise objectionable material. "Material" is defined as any visual, textual, or auditory entity as well as any other material that violates EAP's anti-harassment policies and is subject to disciplinary action. EAP's "network" access, including internet and computer systems must not be used for illegal activity; violations can lead to EAP disciplinary action including dismissal and possible criminal prosecution. EAP will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, email use, and/or computer use. Any non-academic use of EAP's "network" and systems is expressly forbidden. EAP Achieve Program scholars must also maintain compliance with K12 International Academy's Privacy Policy which addresses similar items, such as use of email, access to personal information or third party confidential information, and off site data storage when interacting with K12's "network." EAP Achieve Program scholars are issued personal Achieve Program computing devices and unique IDs, emails and passwords when connecting to or accessing the GPC/EAP "network." Passwords are changed periodically and refreshed at the beginning of each academic year. We recommend registered users abide by best practices, including conforming their passwords to a minimum length of eight mixed case letters, numbers and special characters.

Policy for Internet/Intranet Browser(s) and Usage

The Internet is to be used to further EAP's mission, to provide effective education of the highest quality to EAP's members and staff, and to support other direct academic-related purposes. Mentors must work with EAP Achieve Program scholars and GPC youth academy members to determine the appropriateness of using the Internet for educational activities, college searches, and career development. The various modes of Internet/Intranet access are EAP resources and are provided as educational tools to EAP Achieve Program scholars and GPC youth academy members who may use them for research, educational development, and EAP-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software. EAP Achieve Program scholars and GPC youth academy members are individually liable for any and all damages incurred as a result of violating EAP security policy, copyright, and licensing agreements.

All EAP and K12 International Academy technology policies (including internet and computer use) and procedures apply to EAP Achieve Program scholars and GPC youth academy members' conduct on the Internet, relating to: intellectual property, confidentiality, EAP information dissemination, standards of conduct, misuse of EAP resources, harassment, information and data security.

Personal Electronic Equipment

Student-athletes are permitted to have cell phones and other mobile devices. However, their use is restricted to certain areas and times. All cell phone numbers must be on file with EAP Main Campus office. Cell phones, iPads and other disruptive electronic devices are not to be used in the academic rooms unless used in conjunction with instructor-directed learning or during specified breaks. If brought to academic classrooms, any such device must be turned off so as not to ring and disrupt the learning environment. Student-athletes must store their cell phones on the charging pad in each classroom during academic hours.

Cell phones, iPads, and other electronic devices may not be used in locker rooms and restrooms, including dorm room bathrooms. These devices and digital recorders must not be used to record video or audio in the GPC/EAP facilities. Student-athletes should not use these devices when interacting with adults in any context without the adult's consent and knowledge. There will be no recording of other student-athletes without their knowledge and consent and no recording while a passenger in an GPC/EAP vehicle. These prohibitions on recording exclude recording which is generally permitted during publicly conducted events.

EAP Achieve Program scholars and GPC youth academy members are prohibited to use or possess any removable storage device without express permission. Such devices are prohibited from being used on the facilities unless expressly permitted by GPC/EAP to be granted an exception. This provision does not apply to designated GPC/EAP personnel who may use such devices in connection with their positions of employment.

EAP Achieve Program scholars who routinely access K12 International Academy curriculum must not bring their own personal computers into the classroom nor connect their personal computers to GPC/EAP "network" and systems unless expressly permitted to do so.

Email and Social Media

EAP Management believes that email and social media used to positively promote academic and athletic endeavors and to interact with peers in an appropriate matter is permissible. Use of email and social media is governed by the same policies as other electronic communications. EAP reserves the right to monitor content and to request any material that EAP Management finds objectionable to be removed with the potential for disciplinary consequences. This prohibition includes anonymous messages and postings in online forums and chat rooms. In addition, EAP prohibits Residents from operating accounts under a false identity. The refusal to cooperate by providing user names or passwords when requested will be a violation of EAP Management's policy for which consequences may follow.

Sexting

Sexting is prohibited at EAP Properties. Residents engaging in this behavior will face disciplinary consequences and may face legal consequences. Sexting is defined as the act of sending or forwarding through cellular telephones and/or other electronic mediums sexually explicit, nude or partially nude photographs, images or videos.

Should a student-athlete receive a sext that the student-athlete did not illicit, he/she will face disciplinary action unless he/she adhere to the following guidelines:

- Do not forward the sext to anyone, including staff members.
- Do not immediately delete the sext. Bring the sext to an EAP Management staff member who will document the deletion of the sext.

Anyone who does not follow these guidelines will be considered to have committed a major rules violation. If a student-athlete solicits a sext message, he or she will face a major rules violation. Recipients should still follow the recipient guidelines stated above in order not to face further consequences. Student-athletes should be aware that there are laws against sexting that may result in criminal charges being filed against them. The conduct is strictly prohibited by EAP Management, and such conduct will result in disciplinary action.

As parents/guardians typically provide the electronic devices discussed above, EAP Management expects that parents/guardians will instruct their children on all applicable security and privacy settings. Parents/guardians should monitor their child's use of electronic devices, monitor their child's social media use and accounts, discuss positive digital citizenship.

Right to Inspect

GPC/EAP reserves the right to inspect and/or confiscate any electronic device (computers, cell phones, tablets, etc.) brought onto campus if there is reasonable suspicion that the device contains material that may be in violation of any policies set forth in this handbook, to aid in an EAP investigation, or if it was used in violation of this policy. Inappropriate content will be deleted

by a member of EAP staff. The decision to inspect and confiscate the device will be made by a GPC/EAP Management staff member. Failure or refusal to provide device and passcodes may result in suspension or dismissal from the Achieve Program without refund.

Policy Violations

All users should be aware that the inappropriate use of electronic devices can be a violation of local, state and federal laws. Violations can lead to prosecution. In addition to the foregoing, the following technology uses are considered unacceptable and may result in disciplinary action:

- using the network for illegal, inappropriate, or obscene purposes directly or in support of such activities (Illegal activities are defined as a violation of local, state, and/or federal laws. Inappropriate use is defined as a violation of the intended use of the network and computing systems. Obscene activities are defined as a violation of generally accepted social standards);
- using the network for any illegal activity, including violation of copyrights or other contracts violating such matters as institutional or third party copyright, license agreements and other contracts;
- performing any of the following: intentionally disrupting network traffic or crashing the network and connected systems; degrading or disrupting equipment or system performance; using the computing resources for commercial or financial gain or fraud; stealing data, equipment, or intellectual property; gaining unauthorized access to the files of others or vandalizing the data of another user; gaining or seeking to gain unauthorized access to resources or entities; forging electronic mail messages or using an account owned by another user; wastefully using finite resources; invading the privacy of individuals; posting inappropriate anonymous messages; possessing any data that might be considered a violation of these rules in paper, magnetic (disk), or any other form; refusing to give passcodes for any device(s) during an investigation.

Consequences of policy violations include, but are not limited to confiscation of the device, suspension or revocation of Internet access, suspension or revocation of network privileges, suspension or revocation of computer access, suspension or expulsion from EAP properties, legal action and prosecution by the authorities and loss of privileges. GPC/EAP has the right to confiscate devices and to restrict or terminate network and Internet access at any time for any reason. Furthermore, GPC/EAP has the right to monitor network activity in any form that it sees fit to maintain the integrity of the network.

GPC/EAP Harassment Policy

The GPC/EAP strive to provide an environment where both EAP Achieve Program scholars and GPC youth academy members and our staff feel safe from harassment of any kind. Harassment in any form is not tolerated at the GPC/EAP and will result in disciplinary action being taken. Members and employees are encouraged to identify and report any signs of harassment immediately. Reports of harassment will be subject to a swift investigation that may result in corrective action. The corrective action taken will be in accordance with the circumstances of the situation in compliance with all appropriate statutes.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature that explicitly or implicitly affects an individual's behavior at GPC/EAP, unreasonably interferes with an individual's performance, or creates an intimidating, hostile, or offensive environment.

Harassment takes many forms; common examples include:

- sexual pranks such as teasing, jokes, or innuendo;
- verbal abuse and repeated sexually offensive gestures;
- giving gifts or bringing objects to GPC/EAP that are sexually suggestive;
- posting sexual media at GPC/EAP (pictures, cartoons, articles, etc.);
- discrimination in treatment based on sex or in lieu of refusing sexual advances;
- unsolicited, inappropriate physical contact or maintaining an unacceptable proximity or social advances;
- unwelcome conduct of a sexual nature.

Physical harassment or verbal abuse may result in the student-athlete being required to withdraw from the program immediately or not being allowed to re-register for the following year.

When reporting an incident, the victim may report the harassment to the GPC/EAP leader or human resources. Any incidents of harassment should be reported as soon as possible to raise awareness and assure proper follow up. Any reported harassment will be subject to an investigation that will weigh the circumstances and context of the incident. Disciplinary action will take place upon completion of the investigation and may include termination or dismissal from GPC/EAP. As required, the proper authorities will be notified.

GPC/EAP conducts periodic training including business conduct guidelines. The GPC/EAP follows a procedure for applicant screening, including a background check, and applicant references are reviewed and kept on file.

Bullying

Bullying is defined as the repeated use by one or more student-athletes of a written, oral or electronic communication, directed at or referring to another student-athlete; or a physical act or gesture by one or more student-athletes repeatedly directed at another program participant, that: (i) causes physical or emotional harm to such participant or damage to property, (ii) places such student-athlete in reasonable fear of harm to himself or herself, or of damage to his or her property, (iii) creates a hostile environment at GPC/EAP facilities for such participant, (iv) infringes on the rights of such participant at GPC/EAP facilities, or (v) substantially disrupts the education process or the orderly operation. Bullying shall include, but not be limited to, written, oral or electronic communication or physical act or gesture based on any actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity or expression, socioeconomic status, academic status, physical appearance, or mental, physical, developmental or sensory disability, or by association with an individual or group who has or is perceived to have one or more of such characteristics; GPC/EAP colleagues, participants, and parents who become aware of any act of bullying must report the incident to the GPC/EAP leaders for further investigation.

GPC/EAP attempts to provide a safe environment for all. Verbal or written threats made against the physical or emotional well-being of any individual are taken seriously. Students making such threats, even in jest, face appropriate disciplinary action including detention, suspension or expulsion. Harassment of any type is not tolerated. The Achieve Program investigates all complaints of harassment. Students involved in harassing behavior are subject to detention, suspension, or expulsion and, where appropriate, will be referred for counseling services. If you believe that your child is being harassed, please notify the principal immediately. Teachers, also, should report threats made against them to the principal.

The Achieve Program has the right to discipline its participants for off-campus behavior that is not in line with the behavior expectations of its student-athletes during the course of the day. This off campus behavior includes, but is not limited to cyber-bullying. Any behavior deemed by the Achieve Program to be considered bullying shall result in disciplinary actions, which may include limiting participation in athletic and social activities, suspension and expulsion. Any Achieve Program participant who retaliates against another for reporting bullying may likewise be subject to disciplinary actions, which may include limiting participation in athletic and social activities, suspension and expulsion.

Achieve Program participants may report acts of bullying by submitting an Incident Report to the GPC/EAP leaders. Upon learning about the reported bullying incident, GPC/EAP will thoroughly investigate the circumstances. The investigation may include interviews with participants, parents/guardians, and GPC/EAP staff, review of K12 records, and identification of possible family issues. If it is determined that an act of bullying has occurred, the parents/guardians of the participant who committed such acts and the parents/guardians of the participant against whom such acts were directed shall be notified. Consequences for participants who bully others shall depend on the results of the investigation and can include parent conferences, professional counseling, suspension or expulsion. Depending on the severity of the incident/series of incidents, GPC/EAP may also take appropriate steps to ensure the safety of Achieve Program participants. These may include implementing a safety plan, separating and supervising parties involved, assigning support for participants as necessary, reporting incidents to law enforcement if appropriate, and establishing a supervision plan with the parents. Bullying incidents that demand suspension or expulsion shall be reported to the GPC/EAP executive leaders before any final decision is reached.

Related Terms

Cyber bullying-any act of bullying through the use of the Internet, interactive and digital technologies, cellular mobile telephone or other mobile electronic devices or any electronic communications.

Mobile electronic device-any hand-held or other portable electronic equipment capable of providing data communication between two or more individuals, including, but not limited to, a text messaging device, a paging device, a personal digital assistant, a laptop computer, equipment that is capable of playing a video game or a digital video disk, or equipment on which digital images are taken or transmitted.

Electronic communication-any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic, photo electronic or photo-optical system.

Hostile environment-a situation in which bullying among participants is sufficiently severe or pervasive enough to alter the conditions of the academic and/or athletic climate.

Outside of the program setting-at a location, activity or program that is not GPC/EAP related, or through the use of an electronic device or a mobile electronic device that is not owned, leased or used by the GPC/EAP.

Educational climate-the quality and character of GPC/EAP life with a particular focus on the quality of the relationships within the GPC/EAP community between and among youth and adult members.

K12 International Academy Academic Integrity Policy

Academic Integrity, including the authenticity of all student submitted work is of paramount importance in all educational settings. K12IA has an obligation to inform students about academic integrity, including plagiarism, cheating, and the proper use of citations to credit sources, while holding students accountable for meeting the academic integrity standards. This policy is designed to both inform students and to identify the consequences of this very serious requirement. All K12IA teachers and coaches are well informed on the requirements for Academic Integrity, and can answer questions or give clarification at any time to students.

K12 Academic Integrity Definitions

Cheating: The use of another person's work in an attempt to gain an unfair advantage. Cheating occurs when you knowingly submit the work of another individual and claim the work as your own. When you submit an exam or assessment, this signifies the desire to claim the contents as your own original work. Cheating includes, but is not limited to, the following: copying a classmate's work (this may be an answer to an essay question, any written assignment, or an entire exam); copying from course feedback provided by the school; copying answers to exams found in other sources (such as entering the question into a search engine and copying the response found online); collaboration between two students which results in the submitting of identical answers on assignments; using online translators for assignments in language courses; posting K12 content onto the internet.

Plagiarism: The use of an author's work with a lack of acknowledgement of the source of that work. Examples of plagiarism include, but are not limited to, the following: quoting work from an outside source without proper citation and attribution; improper paraphrasing of another person's work – maintaining the original text with little alteration or rewording and/or not citing the source; copying information from a book, play, speech, article, website or other written or spoken work without proper citation. Plagiarism may occur unknowingly. It is important to understand that simply acknowledging a source through quotation marks or comments is not the same as citing it. K12 International Academy recommends using the MLA style for resource citation. You can find information about this by going to www.mla.org and clicking on the MLA Style link.

K12 International Academy Use of Copyrighted Materials

All course materials are copyrighted and provided for use exclusively to enrolled students. Enrolled students may print or photocopy material from the website for their own use. Use by or distribution to others is prohibited unless expressly noted. Unauthorized copying or distribution may result in revoked access to course(s). Users shall not upload, download, transmit, or post copyrighted software or copyrighted materials or materials protected by trade secrets or other protections using K12 International Academy computer resources. This includes copyrighted graphics of cartoon characters or other materials that may appear to be non-copyright protected.

All work submitted by students to K12 IA is assumed to have been completed only by the individual student. Students will have the authenticity of their submitted work verified with two important tools – Turnitin.com and Respondus Lockdown Browser. Students are responsible for observing the standards on plagiarism, cheating, and properly crediting all sources used during the composition of work. Students who fail to abide by these standards will be reported to the appropriate administrative authorities, and this may result in a conference with the Achieve Program staff, failure of the course assignment or exam, loss of credit for Upper School courses, revoked access to course(s), and suspension or expulsion from K12 International Academy.

Academic Integrity Violations

At the discretion of the instructor and administration, and depending on the nature of
the offense, the student's grade or ability to earn credit for the course may be affected. All students who violate the principles of academic integrity will be
reprimanded according to the following K12 International Academy guidelines:
The first incident will be handled between the teacher and the student; the teacher will provide additional instruction as to what constitutes plagiarism and/or cheating via phone and email. The Academic Coach or Student Experience Coordinator and Academic Integrity Coordinator will be informed. The student will be required to watch a recording, answer questions about academic integrity, and sign the honor code. Once the student has completed these requirements and returned the questions and signed honor code to the teacher, he/she may make up the assignment or assessment. This incident will be noted in the student's online account/file.

A second incident will result in a phone call to the Achieve Program staff from the Department Chair. The student's Academic Coach or Student Experience Coordinator will also be informed. The student will receive a zero on the assignment, with no opportunity to make up the work. This incident will be noted in the student's online account/file.

A third incident will result in a meeting with the student, Achieve Program staff, Department Chair, and Academic Integrity Coordinator. The Academic Integrity Coordinator will call the student and family providing additional instruction and feedback regarding the incident, and will schedule a live session with student, Learning Coach and Department Chair. The student will

receive a zero on the assignment, with no opportunity to make up the work. The incident will be noted in the student's online account/file.

In the case of a fourth incident, the Academic Integrity Coordinator will convene a meeting with Head of School, Department Chair, student and Achieve Program staff. The fourth academic integrity meeting may result in the student being removed from all K12 International Academy courses with loss of credit and denied readmission.

ETHAN ALLEN
PREPARATORY

Parent/Scholar Athlete Handbook

I have read the Parent/Scholar-Athlete Handbook and have discussed with the participant scholar-athlete. I understand my responsibilities and commit to following the policies stated.

_____ _____
Parent/Guardian Signature Date

_____
Parent/Guardian Printed Name

I have read the document and have discussed with my parents/guardians. I understand my responsibilities and commit to following the policies stated in the Parent/Scholar-Athlete Handbook.

_____ _____
Scholar-Athlete Signature Date

_____
Scholar-Athlete Printed Name

Ethan Allen Prep
45 Stonehenge Road, Ridgefield, CT 06877
203.790.4653
www.theGolfPerformanceCenter.com