Summer Academy is an opportunity to increase your knowledge in three core academic areas (Math, Science, and English) and additional SAT Prep, College Prep, and Computer Technology workshops) and prepare students academically and socially prior to returning to school in the Fall. You will also participate in LEAD activities, Arts Day, Career Shadowing Day (Seniors only), and Career Day.

Summer Academy is a mandatory event. With only 15 days of instruction, every day is important. Academy sessions are from 8:30 a.m. to 2:30 p.m., Monday through Friday.

Your EIP Teachers are state certified public school instructors. All instructors follow a planned curriculum and adhere to the Virginia Department of Education Standards of Learning.
Policies and Procedures

Absent or Tardy
If you are ill or have an emergency please call the EIP office (703-993-3120) and bring a written verification of the absence. Students who arrive late must report to the EIP office:
- **Fairfax Campus** Student Union Building One - Suite 1300
- **Prince William Campus** Occoquan 225 (phone number pending)

If you miss a period or are late to class, disciplinary action will be taken. If your student needs to be picked up early from Summer Academy a parent or guardian must come into the EIP office to check him/her out (valid picture identification must be presented for verification).

Two unexcused absences during the duration of the academy will result in termination of student from program. Reference EIP Student Responsibilities Handbook page 4.

Academic Integrity
Academic Integrity constitutes being honest at all times. Do not engage in cheating, stealing, lying, forging, misuse of academic material, or use the work of others for academic or personal gain.

Classroom Expectations
- Be prepared for class with the proper materials needed (see Recommended Supplies, page 4).
- Comply with reasonable requests from EIP Staff, Teachers, and Mentors.
- Respect yourself, teachers, mentors, peers, guests and members of the George Mason community.
- Keep classrooms clean at all times.
- You are not permitted to enter buildings, dormitories, or facilities other than when directed to by EIP Staff.
- EIP Students should not interact with students enrolled at Mason, unless under the supervision of EIP Staff, or if the interaction is related to the Summer Academy program.
- You may not leave campus or Summer Academy activities without prior consent from staff and parent.

Conduct
Poor conduct will not be tolerated and may result in students being removed from Summer Academy and Early Identification Program. These behaviors include, but are not limited to the following:
- Disrespectful behavior or language
- Fighting, Bullying, hazing
- Verbal threats/attacks
- Profanity
- Theft
- Non-compliance with reasonable requests from staff, teachers, mentors, or EIP personnel.
- Behavior that endangers students and staff such as, but not limited to, horseplay.

Dress Code
You must dress appropriately. Your overall appearance must meet basic standards of health, safety, cleanliness, and decency. EIP will reference school division rules/regulations regarding
appropriate dress codes. Parents will be contacted if clothing is inappropriate, and asked to supply you with appropriate clothing or to take you home.

Dress that is inappropriate includes, but is not limited to:

- Clothing, jewelry, buttons/badges or personal belongings that have inappropriate printed messages about drugs, alcohol, tobacco, sex, weapons, nudity or vulgarity or related innuendos.
- Items that make fun of or insult other races, religions, ethnic groups, genders, or sexual orientations.
- Underwear, including boxer shorts, worn as an outer garment and/or not covered by outerwear.
- Chains, fish hooks, safety pins worn as jewelry, multi-finger rings, any type of studded bracelet or collar, nose/lip to ear chains.
- Pants are to be worn at the waist and at no time should any undergarments (underwear, jogging pants, shorts or gym shorts) be exposed.
- The midriff must be covered. Any article of clothing designed to reveal any portion of the midriff (male or female) is prohibited.
- Shorts and skirts must extend to at least the fingertips with arms extended straight down the side of the body when standing.
- Shirts that expose upper body (back, chest) such as tube tops, spaghetti straps may not be worn.
- Slits in shorts and skirts that reveal the body above the fingertips when standing are prohibited.

Electronics
You may not use iPods, cell phones (including calling, texting, web browsing, and gaming) during classes, workshops, or other activities, unless directed by an instructor as part of the instruction. EIP reserves the right to confiscate any electronic devices if used during these times. Confiscated items can be retrieved at the end of the day. EIP is not responsible for these items if they are lost, stolen, or damaged. Inappropriate use of electronic devices, including computers that are property of George Mason University, may result in termination from Early Identification Program.

Forms
You must turn in all required EIP documentation including permission, lab safety, bus transportation, and risk assessment forms. These forms are intended to ensure your safety and facilitate any necessary response in case of an emergency. Incomplete or missing forms may impact your participation, and hinder the ability of EIP Staff or appropriate authorities to assist you during an emergency.

Harassment
Any form of harassment (verbal, physical) toward any person will not be tolerated and will lead to disciplinary action and possible removal from Early Identification Program.

Medication
Parents are asked to administer medications at home prior to arriving at Summer Academy if possible. If it is necessary for you to take prescription medication while at Summer Academy, your parent must send written notification/permission along with the medication in its original
container with the child’s name, medication name, dosage, and time of consumption. All students must have a medical authorization form on file with EIP office detailing prescribed medications. Be aware that the EIP office does not have direct access to medical staff at Mason. In the event of an emergency, EIP will contact George Mason University Police to dispatch emergency assistance and then notify parents.

Public Displays of Affection
Summer Academy is not the place for public displays of affection. You are to refrain from such actions while in transport to and from, and while on campus. Public displays of affection may result in parental contact and/or disciplinary action.

Transportation
Due to liability issues, you must ride your designated bus provided by your school division. You may not board a bus from another school division. EIP will not accept written requests to ride buses provided by counties other than your own. If your parent/guardian is picking you up early, prior written documentation must be provided to the EIP office. Parent/guardian must come into the office and present a valid ID in order to check you out. If you walk home or use public transportation you must provide written documentation prior to the start of Summer Academy or in special cases, provided the day of the indicated transportation. You will not be released from Summer Academy without some form of verification from a parent or guardian.

Visitors
Students may not bring individuals unaffiliated with EIP to Summer Academy, but parents are welcome to observe our programs. Please contact the EIP office (703-993-3120) to arrange any visits.

Recommended Supplies
Below is a list of supplies each EIP Student will need to bring to Summer Academy.
*Teachers may add supplies to the existing list.

- Backpack
- 3-ring Binder
- Paper (with holes for binder)
- Ruler
- Protractor
- Pens & Pencils
- Ruler
- Planner
- Graphic Calculator (optional)
- Dictionary (optional)

Daily Schedule

- Buses Arrive at GMU Campus: 8:30 a.m.
- Classes start: 8:40 a.m.
- Lunch: 12:00 p.m.
- Board Busses: 2:30 p.m.
Contact Information

EIP Staff

Executive Director  Mr. Lewis E. Forrest, II  703-993-3120  LForres1@gmu.edu
Associate Director  Mr. Doug Hernandez  703-993-3120  DHernan9@gmu.edu
Program Coordinator  Mrs. Rhina Alvarado  703-993-3120  RAncenci@gmu.edu
Program Coordinator  Ms. Laydy Reyes  703-993-3120  LReyes3@gmu.edu
Office Manager  Mr. Julio Diaz  703-993-3120  JDiaz6@gmu.edu

Main office Contact information:
Email: eip@gmu.edu
Phone: 703-993-3120
Fax: 703-993-3128

Prince William Academy Contact information
Email: eip@gmu.edu
Phone: TBA

Visit the EIP Office (Fairfax Campus):
George Mason University Student Union Building One (SUB 1), Suite 1300
4469 Aquia Creek Lane, SUB 1 Suite 1300

Visit the EIP Office (Science and Technology Campus - PW):
George Mason University Bull Run Hall, Room XXX
10900 University Boulevard
Manassas, VA 20110-2203

Mailing Address:
4400 University Drive, MSN 2A7, Fairfax, VA 22030

2015 County Coordinators

Alexandria City  Ms. Jodie Peters  (703) 824-6784
Arlington  Mrs. Cheryl Robinson  (703) 228-6152
Falls Church City  Dr. Nisha Sansharma / Ms. Jenny York  (703) 248-5000
Fairfax  Mrs. Shonta Robertson / Ms. Eileen Ruzicka  (571) 423-4420
Prince William  Mr. Michael Brown  (703) 730-7117
Manassas City  Mr. David Lyon  (571) 377-6072
Manassas Park City  Mrs. Pamela Kalso  (703) 361-1510 / x-17127
Absence Notifications

EIP Summer Academy sessions are from 8:30 a.m. - 2:30 p.m., Monday through Friday. Attendance is mandatory every day during Summer Academy.

In case of emergency, the parent or guardian must call the EIP office immediately to notify us that the student will not be able to attend by calling (703-993-3120). If the student will be absent for any reason, please submit this form to office or written notice from parent or guardian. All notifications must be submitted to the office by the next school day.

**ABSENCE NOTIFICATION FORM**

Name of the student: (First)_______________________________ (Last)_______________________________

Grade:_________________________ County:_________________________

Date student was absent:_________________________

Reason for absence:_________________________________________________________

________________________________________________________________________

Parent/Guardian Name: _______________________________ Phone #_________________________

Parent/Guardian Signature:________________________________________________________________

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Transportation Notifications

Transportation is provided for Summer Academy by the school’s county (each school division). If a student will be dropped off and picked up from the George Mason University campus: **You MUST fill out the following form prior to the start of the Summer Academy.** A Parent or Guardian must come to the EIP office and check the student out in person. (A valid picture identification will be checked to make sure each student is being picked up by the appropriate, designated person).

**TRANSPORTATION: STUDENT PICK UP AND DROP-OFF PERMISSION FORM**

Name of the student: (First)_______________________________ (Last)_______________________________

Grade:_________________________ County:_________________________

Reason adult picking up student:________________________________________________________

________________________________________________________________________

Name of First approved adult to pick up the student: (First)_______________________________ (Last)_______________________________

Phone Number of approved adult picking up student:_________________________

Name of Second approved adult to pick up the student: (First)_______________________________ (Last)_______________________________

Phone number of adult picking up student:_________________________

Parent/Guardian contact information: Name____________________________ Phone #_________________________

Parent/Guardian Signature:________________________________________________________________
