Program Policies & Student Responsibilities
Handbook
# PROGRAM POLICIES AND STUDENT RESPONSIBILITIES HANDBOOK

## Table of Contents

### PROGRAM POLICIES

<table>
<thead>
<tr>
<th>I. Purpose of the Handbook</th>
<th>2</th>
</tr>
</thead>
<tbody>
<tr>
<td>II. Program Policies, Guidelines and Requirements</td>
<td>2</td>
</tr>
<tr>
<td>III. Admission to EIP Prep and EIP</td>
<td>2</td>
</tr>
<tr>
<td>IV. EIP Prep: Participation Policies</td>
<td>2</td>
</tr>
<tr>
<td>V. EIP: Participation Policies</td>
<td>2</td>
</tr>
<tr>
<td>VI. Voluntary Withdrawal of a student from the program</td>
<td>3</td>
</tr>
<tr>
<td>VII. Attendance Guidelines</td>
<td>3</td>
</tr>
<tr>
<td>a. Academic Mentoring Program (AMP)</td>
<td>3</td>
</tr>
<tr>
<td>b. Math and Science Power Aid (MSPA)</td>
<td>3</td>
</tr>
<tr>
<td>c. Strengthening The Family (STF)</td>
<td>3</td>
</tr>
<tr>
<td>d. Summer Academy (SA)</td>
<td>4</td>
</tr>
<tr>
<td>e. Weekend Events</td>
<td>4</td>
</tr>
<tr>
<td>VIII. Grade Requirements</td>
<td>4</td>
</tr>
<tr>
<td>IX. Probation Notification/Status</td>
<td>4</td>
</tr>
<tr>
<td>a. EIP Probation Notification Procedures (warning/removal process)</td>
<td>4</td>
</tr>
<tr>
<td>b. Probation Appeal Process</td>
<td>5</td>
</tr>
<tr>
<td>X. Program Completion</td>
<td>5</td>
</tr>
<tr>
<td>XI. Admission to Mason</td>
<td>5</td>
</tr>
<tr>
<td>XII. Scholarship Eligibility and Requirements</td>
<td>5</td>
</tr>
</tbody>
</table>

### STUDENT RESPONSIBILITIES

| XIII. Participation in Program Activities | 5 |
| XIV. Conduct Expectations | 6 |
| a. Classroom Expectations | 6 |
| b. Academic Integrity | 6 |
| c. Harassment | 6 |
| d. Public displays of affection | 6 |
| e. Dress Code | 7 |
| f. Electronics misuse | 7 |
| g. Transportation | 7 |
| h. Absences or Tardiness | 7 |
| i. Honesty Policy | 7 |
| j. Visitors | 8 |
| k. Forms | 8 |
| l. Medication | 8 |

| XV. Contact Information | 8 |
I. Purpose of the Handbook

Purpose of this document is to communicate the policies, expectations, and responsibilities for students who participate in the Early Identification Program (EIP) at George Mason University. The EIP and its partners will work to provide a quality program, which supports first-generation college bound students in their efforts to graduate from high school and enroll in college. The Student Responsibilities Handbook is driven by the mission, philosophy and vision outlined by the EIP.

II. Program Description

Our Promise

- Provide access to beneficial academic, career, and developmental resources. Students will acquire knowledge and skills that are relevant to their high school curriculum and will help them transition to post-secondary institutions.
- Engage families in the student’s academic experience and equip parents with insight and skills to help their students prepare for college.
- Collaborate with school divisions, parents/guardians, the private sector, and the community to maximize access to all possible additional resources for our students.
- Provide a safe environment for students to learn and grow through exposure to collegiate life at George Mason University.

Our Mission

Improve student’s access to higher education and quality of life by providing academic enrichment, personal development, and community engagement programs that produce global citizens.

Our Vision

Produce civically engaged first-generation college bound students who value learning and are actively pursuing higher education.

PROGRAM POLICIES

III. Admission to EIP Prep and EIP

The EIP and EIP Prep programs are designed to serve first-generation college bound middle and high school students. EIP Prep students are selected in the 7th grade following a nomination, invitation, application, and screening process. Participating students must be enrolled in a public middle/high school in a partnering school division as follows: Alexandria City, Arlington, Falls Church City, Fairfax, Prince William, Manassas City and Manassas Park City Public Schools. Students are selected only in the 7th grade; eligibility for admission in later grades is only provided to waitlisted applicants who applied in the 7th grade.

IV. EIP Prep: Participation Policies

Selected EIP Prep students will participate in the one-year preparatory program beginning the Fall of their 8th grade year. Students who complete EIP Prep will be invited to continue participation in the EIP (high school component) based on the following criteria (students do not need to re-apply):

- Participation in ALL scheduled EIP Prep events and Academic Mentoring Program
- Maintain a C+ average per class to remain in “Good Academic Standing”
- Complete the Strengthening The Family Workshop
- Attendance and completion of team-building programming to foster community building and self-efficacy skills
- Ability to attend the Summer Academy as a Rising Freshman (the Summer prior to the start of 9th grade) and all subsequent summers in the month of July up until the start of the 12th grade

V. EIP: Participation Policies

Participating students must be enrolled in a participating EIP public high school in a partnering school division: Alexandria City, Arlington, Falls Church City, Fairfax, Prince William, Manassas City and Manassas Park City Public Schools. Students are expected to attend all EIP events. Participation is recorded and will be reviewed at the end of each semester, and a final review in late May. This review will help EIP staff determine the student’s status in the program, which will determine eligibility and continued participation. Attendance to EIP programming and events will be considered in decision making for a student’s future acceptance into Mason and scholarship consideration.
VI. Voluntary withdrawal of a student from the program

- Parents may withdraw a student from the EIP or EIP Prep at any time with written notification via email to the EIP Office. Withdrawn students will not be re-admitted.

VII. Attendance Guidelines for Programs:

1. Academic Mentoring Program (AMP) – Weekly academic support and mentorship held throughout the academic year. Site assignments and times vary throughout each county based on each student’s home school.
   a. Students MUST attend all weekly AMP sessions. Two or more absences are considered unsatisfactory during a given semester.
   b. If a student misses a session, it is the student’s responsibility to make up the hours with a teacher or school personnel. When making up a missed AMP session, the student must have his or her teacher e-mail the EIP Office at eip@gmu.edu to confirm that the student has received help within 2 business days of the session. The email should include the student name, date, time and a brief description of the session. A student will only receive make-up credit for those sessions that are documented. In addition, a student will only be allowed to make up an AMP session with a teacher for a maximum of 3 times in the Fall and for a maximum limit of 3 times in the Spring.

2. STEM+H Power Aid – is a program that provides math and science enrichment for students designed to increase their overall knowledge of academic content and encourage a positive attitude toward math and science concepts. MSPA is optional and offered in 6 Saturday sessions throughout the academic year.
   a. Students participating in STEM+H Power Aid must have completed the agreement for attendance/participation in the program. Student and parent will be notified after two missed sessions. Continued participation in STEM+H Power Aid is at the discretion of the EIP Staff.

3. Strengthening the Family (STF) – Workshops designed for eighth grade parents and students to explore adolescent issues, parent involvement, communication, advocacy, responsibility, and cultural diversity. An additional follow up session is offered during the students’ sophomore year. The workshops also provide an introduction to EIP culture/family, academics, self-image, socialization, and encourages a positive attitude about school and college. STF is offered in a Saturday session as a 9:00am-5:00pm commitment. On-site child care services are provided FREE of charge to allow families with younger children to participate.
   a. Must complete the workshop during 8th grade and 10th grade year.
   b. Families will be invited to an initial STF session within their base county.
   c. Families who cannot make it to their scheduled session MUST contact the STF Program Coordinator in order to be given an invitation to the next available make-up session.
   d. Students who do not complete/attend STF as an 8th grader WILL NOT be invited to participate in the EIP.
4. **Summer Academy (SA)** – The goal of the SA is to expose students to key knowledge in core academic areas and prepare students prior to returning to school in the fall. Summer Academy is an 8:30am-2:30pm commitment and begins the first Monday of each July (after July 4th holiday) for a period of three weeks.
   a. The Summer Academy is a mandatory event. With only 15 days of instruction, every day is important. All excuses will be reviewed and decided upon on a case-by-case basis.
   b. After two unexcused absences, a student will be dismissed from the program. Excused absences will only be granted with documentation. EIP will consider exceptions beyond the two days on a case-by-case basis if there is documentation and falls under the category of a family emergency or personal illness.
      i. Students may be granted a one-time excuse (exemption) from the Summer Academy for academic purposes only i.e. academic enrichment program (Gov. School, Study Abroad, enrichment for credit) – documentation will be required to submit to validate the excuse. This one-time excuse is only permitted once during the entire span of the student’s participation with the program i.e. being excused for the Summer Academy for a second time is not allowed and will result in student removal from the program.
      ii. Documentation of participation and completion of another program, in lieu of the EIP summer academy, must be submitted for approval no later than the first Friday in May. Students who are granted a one-time excuse from the academy will not be allowed to attend any of the Summer Academy classes; Students will not be excused from the academy to repeat failed classes.

5. **Saturday Events**

Saturday Events are one-time opportunities for EIP participants. Students who miss Saturday Events will not have the opportunity to make-up any missed sessions or receive credit for attending. Missed weekend events will reflect negatively on the students’ overall attendance record in the program. Attendance to Weekend (Saturday) Events is mandatory. Failure to attend will result in poor standing and dismissal from the program.

VIII. **Grade Requirements**

All EIP students will be required to maintain a cumulative 2.8 Grade Point Average (GPA) and earn a C or higher in each class to remain in “Good Academic Standing”. After quarterly and/or semester review of grades, students who fall below these requirements will be placed on probation. Repeated poor academic performance may result in removal from the program. Student’s academic performance will be evaluated after each quarter, semester, and a final review in mid to late May to determine continued participation.

*Upon successful completion of EIP, students with at least 3.2 GPA will be admitted to MASON. Those with a 3.5 GPA or higher will be eligible to apply for EIP scholarships at George Mason University.*

IX. **Status Notifications**

Based on the terms outlined in the EIP contract, a student will be informed of their standing in EIP for one or more of the following reasons:

- Student has poor academic performance; particular attention will be focused on core classes. (Math, Science, History, English).
- Student has poor attendance to EIP events/programs.
- Student has unresolved behavior issues with EIP Staff or students during EIP events.
- Student fails a course during the Summer Academy due to uncompleted or unsubmitted work.

After a warning notification, if academic performance and/or behavior does not improve the student will be dismissed from the program in accordance with the following procedures:
EIP Dismissal Notification Procedures

- Parent/guardian and student will receive written communication outlining the student’s standing and consequences of not meeting requirements.
- Parents have 5 business days from the date of the dismissal letter to formally appeal the decision made by the Early Identification Program.
- Written appeals should be sent via e-mail to eip@gmu.edu. Phone appeals WILL NOT be accepted. A meeting will be scheduled between parent/student and EIP staff to discuss student’s continued participation in the program.
- Once a student is removed from the program, the student will be listed as inactive and removed from EIP’s database. The student’s school division will be notified of the dismissal.
- Appeals do not guarantee re-admittance into the program.

X. Program Completion

A student is considered to have successfully completed the EIP if he/she has met the following requirements:

- Completed all required EIP program activities.
- Graduated from high school with a Standard or Advanced Diploma.
- Earned a minimum grade point average (GPA) of 3.2.
- Taken the SAT or ACT and submitted their scores directly to Mason’s Office of Admissions.
- Completed the George Mason University Admissions application.
- Submit FAFSA – Free Application for Federal Student Aid (if applicable)

XI. Admission to Mason

- In order to be admitted to Mason as an EIP student the following criteria must be met:
  - Completion of the EIP program
  - Completion of the Mason Application
  - FAFSA – Free Application for Federal Student Aid (if applicable)
  - Earned a high school diploma, and a minimum GPA of 3.2
  - Follow through on all communications from the Financial Aid and Admissions, and EIP office.

  The requirements to be admitted to Mason as an EIP student and to be eligible for the EIP scholarships may be subject to change.

XII. Scholarship Eligibility and Requirements

Each year George Mason University offers participants the opportunity to apply and interview for four full-tuition scholarships (waivers), and other awards. To be considered for scholarship an EIP student must be receiving a high school diploma with a cumulative GPA of at least 3.5, and apply for Federal Financial Aid via FAFSA – Free Application for Federal Student Aid. A student’s participation and academic performance will dictate their ability to apply for any of the scholarships offered through the George Mason University’s EIP scholarship process.

The four-year full-tuition scholarship covers the cost of in-state tuition only, and does not cover room and board, meals, books, or lab and other fees. Students who are awarded the four full-tuition scholarships and are considered out-of-state students will be financially responsible to cover the difference between the in-state and out-state tuition fee. EIP actively pursues support for other scholarships from private sponsors and donors and follows the criteria for scholarship set forth by these organizations. EIP makes no guarantees for the number of scholarships offered in a given year.

The requirements to apply for the EIP scholarship may be subject to change.

STUDENT RESPONSIBILITIES

XIII. Participation in program activities

All Early Identification Program (EIP) participants have the right to a safe learning environment while attending events at George Mason University (Mason). The EIP staff, parents, and schools division partners share in providing such an environment. As an EIP participant, students are representing their families, school division, and the Mason community. Participants may be addressed and disciplined by EIP staff, teachers, and mentors, as well as other officials affiliated with Mason, and their school division.
Students are expected to respect themselves, teachers, mentors, peers, guests and members of Mason’s community at all times. EIP students and staff are held to a high standard and are expected to follow the rules outlined in this document. EIP’s Student Responsibilities were developed in consultation with the conduct/behavior guidelines administered by participating school divisions and Mason’s statement of Community Values, available at: [http://studentconduct.onmason.com](http://studentconduct.onmason.com)

EIP cannot directly enforce conduct guidelines in effect for Alexandria City, Arlington, Falls Church City, Fairfax, Prince William, Manassas City and Manassas Park City Public Schools. All disciplinary issues will be reported to the appropriate county coordinator designated by the school division. The county coordinator will share information with school officials to determine if any further disciplinary action will be taken. EIP will reference school division rules/regulations regarding overall behavior, behavior on school buses, prohibited substances, weapons and other prohibited objects, discipline, sexual harassment, discrimination, and bullying, to assist in its decision making process as it pertains to discipline related issues. Each situation will be dealt with on a case by case basis.

### XIV. Conduct Expectations

Disrespectful language or behavior will not be tolerated and may result in students being removed from the Early Identification Program. These behaviors include, but are not limited to the following:

- Disrespectful behavior or language
- Bullying
- Fighting, Bullying, hazing
- Verbal threats/attacks
- Profanity
- Theft
- Non-compliance with reasonable request from staff, teachers, mentors, or other staff affiliated with EIP.
- Behavior that endanger students or staff such as but not limited to horse play, inappropriate language, etc.
- Students may be disciplined for acts committed on Mason’s campus, AMP sites, and/or other EIP related space; this includes acts performed in transition to campus while being transported to and from events, including bus stops and on buses. In the event of a disciplinary issue including but not limited to fighting, theft, verbal threats, EIP will dispatch Mason Campus Police. EIP reserves the right to dismiss any student(s) from the program due to disciplinary issues.
- This list is not exhaustive

### Classroom Expectations

- Students must be prepared for class with the proper materials needed. Students must comply with reasonable requests from staff, teachers, or mentors while in the classroom.
- Students are expected to respect themselves, teachers, mentors, peers, guests and members of Mason’s community.
- Students are required to keep classrooms clean at all times.
- While participating in EIP events, students are not permitted to enter buildings, dormitories, or facilities other than those directed to. EIP participants should not engage in interactions with students enrolled at George Mason, unless while under the supervision of EIP staff, or if the interaction is related to an EIP sponsored event.
- Students may not leave George Mason University’s campus or leave EIP related events without notification to EIP staff and parental permission. In addition, in the event a student is picked up by an approved person as verified by parents, a picture ID will be needed for an EIP staff to verify prior to releasing the student.

### Academic Integrity

Academic Integrity constitutes being honest at all times. Students should not engage in cheating, stealing, lying, forging, misuse of academic material, or the work of other students for academic or personal gain.

### Harassment

- Any form of harassment (verbal, physical, and digital/cyber) toward another person (including someone of a different gender or sexual orientation, religion, ethnicity, or culture) will not be tolerated and will lead to disciplinary action.

### Public Displays of Affection

EIP is not the place for public displays of affection. Students are to refrain from such actions while in transport to and from, and while at EIP events.
Dress Code

Students will dress appropriately for all EIP events. A student’s overall appearance must meet basic standards of health, safety, cleanliness, and decency. Students may not wear clothing which represents drugs, gang membership, alcohol or drug products, or the promotion of violence. EIP will reference school division rules/regulations regarding appropriate dress codes. Parents will be contacted if clothing is inappropriate, and asked to supply student with appropriate clothing or to take the student home.

**Dress that is inappropriate while at EIP 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.
- Items that make fun of or insult others race, religion, ethnic group, gender, or sexual orientation.
- 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 will 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.
- Slits in shorts and skirts that reveal the body above the fingertips when standing are prohibited.

Electronic Use

Students may not use I-Pads, tablets, cell phones (including texting) during classes, workshops, or other EIP activities, unless approved by the teacher or mentor. EIP reserves the right to confiscate any of the mentioned items if used during these times. Confiscated items can be retrieved at the end of the event from the EIP Office. EIP is not responsible for these items if lost, stolen, or damaged. Inappropriate use of electronic devices and/or to University property, including computers, equipment, furniture, etc - will result in termination from the program.

Buses

Due to liability issues, students MUST ride their designated bus provided from their school division. Students may not board a bus of another school division. EIP will not accept written requests to ride buses provided by counties other than the one assigned. Riding a bus that is not the designated county will result in the student’s removal from the program.

Pick-up and Drop off

If parents or other adults are picking up a student from an event, written documentation must be provided prior to, or on the day of the event. An adult must come into the EIP office to pick up the student (The adult must present ID for verification). Parents must pick up students on-time after dismissal from AMP or Saturday events. Because students are minors, if they are not picked-up within 30 minutes after an event they will be released to the custody of Mason Campus Police for pick-up. Students who walk home or will be using public transportation will need to complete the Acknowledgement of Risk: Alternate Mode of Transportation form to the EIP office prior to, or on the day of the event.

Absences or Tardiness

If you are ill or have an emergency please submit written verification of the absence to the EIP e-mail account at eip@gmu.edu. Students who arrive late to any event must report to the EIP office (Student Union Building One - Suite 1300 / Fairfax Campus).

Honesty Policy

Parents and students agree to provide accurate and honest information when communicating with EIP Staff regarding the notification of updates, changes, attendance or participation issues, etc. In the event a student or family member is intentionally dishonest or misrepresents information regarding a student may result in dismissal from the program. This practice will ensure the safety of all EIP students and ensure the program has the most up to date and accurate information.
Visitors

Students may not bring non-EIP participants to AMP session or other events. Please contact EIP staff (703.993.3120) to arrange visits.

Forms

Students MUST turn in all the permission, lab safety, bus transportation, risk assessment forms, and any other required documents before participating in any EIP-sponsored event. These forms are intended to ensure the safety of students and facilitate any needed response in the event of an emergency. Incomplete or missing forms may impact the participation of your student, and hinder the ability of the EIP staff to assist students in the event of an emergency.

Medication while at EIP

Parents are asked to administer medications at home prior to EIP events whenever possible. If it becomes necessary for a student to take prescription medication while at EIP their parent must complete the Self Administration of Medication form. All students must have a Medical Authorization to Treat form on file with EIP. Please be aware that EIP office does not have direct access to medical staff at Mason. In the event of an emergency, EIP will contact Mason University Police to dispatch emergency assistance and notify parents.

XV. Contact Information

The EIP Office:
George Mason University
Student Union Building One (SUB 1), Suite 1300
4400 University Drive
Fairfax, VA 22030
703.993.3120
eip@gmu.edu

EIP Mailing Address:
Early Identification Program
George Mason University
4440 University Drive, MSN 2A7
Fairfax, VA 22030

EIP GPS Address:
Early Identification Program
George Mason University
4469 Aquia Creek Lane,
Sub 1, Suite 1300