

Student-Athlete
&
Parent Handbook
2024-2025



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PARENT AND STUDENT ACKNOWLEDGEMENT

This form acknowledges that we understand that as Grind Prep Academy students and parents/guardians, we are asked to support Grind Prep Academy and its mission and to acquaint ourselves with and abide by Grind Prep Academy's policies and procedures.

We understand that this Student-Athlete & Parent Handbook is for informational purposes only and is only meant to be used by those affiliated with the school community. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between Grind Prep Academy and any parent, guardian, or student affiliated with or attending Grind Prep Academy. We understand that the terms and conditions of the Enrollment Agreement signed by us determines our relationship with Grind Prep Academy. We further understand that Grind Prep Academy may, in its sole discretion, add, revise, and/or delete Grind Prep Academy policies before, during, and after the school year and such updates need not be in writing or incorporated into this Handbook. During the 2024-2025 academic year, Grind Prep Academy will continue operating under guidelines and protocols to reduce the spread of COVID-19, which guidelines and protocols will change over time. These guidelines and protocols will be communicated to students and families through other mechanisms and not through updates to this Student-Athlete & Parent Handbook. Students are expected to abide by any and all Grind Prep Academy guidelines and protocols to reduce the spread of COVID-19. In some circumstances, these COVID-19 guidelines and protocols may supersede provisions in this Student-Athlete & Parent Handbook.

Our signatures below indicate that we have reviewed and familiarized ourselves with the contents of this 2024-2025 Student-Athlete & Parent Handbook and agree to abide by Grind Prep Academy's policies and procedures, as outlined in this Handbook.

By signing below, I acknowledge and agree that my electronic signature below has the same legal effect and validity as a written signature, and that this Acknowledgement is valid and will be given the same legal effect as a written and signed Acknowledgement.

_____	_____
Parent/Guardian Signature	Date

Print Full Name of Parent/Guardian	
_____	_____
Student Signature – <u>All students must sign</u>	Date

Print Full Name of Student	

GRIND PREP ACADEMY STUDENT-ATHLETE & PARENT HANDBOOK 2023-2024

CHAPTER 1: INTRODUCTION

A. DISCLAIMER

The **Grind Prep Academy** (“**Grind Prep Academy**” or the “**Academy**”) Student-Athlete & Parent Handbook (the “**Handbook**”) is published and distributed to members of the Grind Prep Academy community for the purpose of providing information on aspects of student life so that students may gain as much as possible from their experience at the Academy. Students, parents/guardians, faculty, administration, and staff should all read and be familiar with the contents of this Handbook, so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, the Academy may take actions that it determines to be in the best interests of the Academy, its faculty, and its students. This Handbook does not limit the authority of the Academy to alter, interpret, and implement its rules, policies, and procedures, before, during, and after the school year.

B. MISSION, PHILOSOPHY AND CORE VALUES

Grind Prep aims to be a staple in the community for player development, academic excellence, and mental wellness. We strive to bridge the gap between high school and college for our student – athletes, providing them the best opportunities for success at the collegiate level. Grind Prep believes **GREATNESS RESIDES IN DETERMINATION**; therefore this is more than my dream it’s our dream.

TIME TO BUILD YOUR FUTURE WITH US

Here at Grind prep, we strive to promote the mental and physical well-being of our students as they grind during their supportive academic journey. From providing flexibility in course scheduling to offering tutors and instructors accessible by mobile app.

We ensure our students are provided with all the tools necessary to keep organized, focused and motivated while achieving their educational goals. We want our students to be successful while also feeling empowered, secure and healthy.

C. NON-DISCRIMINATION POLICY

The Academy admits qualified students of any race, color, national or ethnic origin, sex, sexual orientation, gender, religion, or mental or physical disability, and extends to them all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. The Academy does not discriminate based on race, color, national or ethnic origin, sex, sexual orientation, gender, ancestry, religion, or mental or physical disability, or any other status protected by applicable law in the administration of its admissions and financial aid, and its educational, athletic, and other programs.

D. HONOR CODE

As a member of the Grind Prep Academy community, each student is expected to treat all people with respect, including fellow students, campers, guests, and Grind Prep Academy staff.

Students are responsible for informing the appropriate Grind Prep Academy staff member if they see or learn that a fellow student is involved in, has been involved in, or is planning any action that is or may be (1) harmful to the student, another student, or the Grind Prep Academy community; or (2) illegal or in violation of Grind Prep Academy's codes, rules, or policies.

Grind Prep Academy believes that honesty and trust are essential for people to live together in a peaceful, harmonious, and productive manner. If a student is questioned by an Grind Prep Academy administrator, employee, or other staff member, the student is expected to tell the truth. Refusing to answer or not disclosing the truth may result in disciplinary action that may include, but is not limited to, suspension or dismissal from Grind Prep Academy. Truthfulness is held in the highest regard at Grind Prep Academy and failure to be truthful is considered a serious offense.

The Academy encourages students to adhere to the motto "see something, say something." If students notice something that they do not think should be there—or someone's behavior that does not seem quite right—they are encouraged to share this information with an advisor, teacher, coach, or other trusted adult. By doing so, we all help play a role in keeping our community safe.

E. CODE FOR RESPONSIBLE BEHAVIOR

The Academy wants students to grow in their abilities in athletics, knowledge, and character. In addition, it is our goal to help each student become a responsible, self-motivated, and caring individual. The building of these characteristics is dependent upon each student's development of responsible behavior – that is behavior that fulfills a person's legitimate needs and opportunities in a manner that does not deprive others of their needs and opportunities. Responsible behavior is expected at all times during students' enrollment at the Academy, regardless of whether they are on or off campus.

The Academy has high expectations for its students. As a result, common sense, courtesy, and respect for others are the basis of the discipline system. The following brief guidelines may help students and their parents/guardians to clarify what Grind Prep Academy expects of each student:

- To strive to make the most of this opportunity for learning, both in and out of their sports program.
- To be considerate and respectful of others.
- To follow the policies, rules, and codes set forth in this Handbook for the benefit of the student and all other members of the Grind Prep Academy community.
- To contribute to the community. Sharing of each student's talents in athletic, artistic, academic, dramatic, and other aspects of Grind Prep Academy's life helps to contribute to the student's personal growth as well as to the welfare of fellow students.

F. FITNESS TO PARTICIPATE POLICY

GRIND PREP Academy requires each student to provide medical documentation of fitness to participate in all Academy programs prior to the start of the student's sports program or enrollment. The Academy, at any time during the year, may require additional documentation or testing if it believes more evaluation is warranted and appropriate. Students are obligated to cooperate with any request for additional evaluations, which may include physical or psychological examinations or testing. If, after evaluation, the Academy questions the fitness of a student to participate and continue with the program, the student may be required to either: (1) follow an Academy-approved medical/psychological treatment program; or (2) be excluded from participation. Exclusion from participation may be temporary (*i.e.*, suspension from sports) or permanent (*i.e.*, dismissal from the Academy) and is determined at the sole discretion of the Academy.

G. EXPRESSING CONCERNS TO GRIND PREP ACADEMY STAFF

Parents/guardians and students are encouraged to express their concerns directly to those staff members involved who will review and respond to the concern. If the matter is not resolved, concerns may be elevated to the next tier for the applicable area or program as listed below.

For academic concerns regarding Middle and High School Students:

- Tier 1 – Teacher and Parent/Student may meet to address the concern.
- Tier 2 – If not resolved, then the Department Chair meets with Teacher and Parent/Student.
- Tier 3 – If the issue is still not resolved, then the Academic Affairs Manager, as applicable, may coordinate a meeting with the Department Chair and Parent/Student
- Tier 4 – If the issue is still not resolved, then the Dean of Students, as applicable, may coordinate a meeting with the Parent/Student.
- Tier 5 – If the issue is still not resolved, then the Director of Schools may coordinate a meeting with the Parent/Student.
- Tier 6 - If issue is not resolved, then the Assistant Head of School (or Head of School's designee) may review all documentation surrounding the matter and may issue a written resolution to the Parent/Student. The determination of the Assistant Head of School (or Head of School's designee) is final.

For concerns regarding Student Life:

- Tier 1 – Residential Mentor and Parent/Student may meet to address the concern.
- Tier 2 – If not resolved, then the Assistant Head of House or Head of House meets with Residential Mentor and Parent/Student.
- Tier 3 – If the issue is still not resolved, then the Student Life Manager may coordinate a meeting with the Head of House and Parent/Student.
- Tier 4 – If the issue is still not resolved, then the Assistant Director, as applicable, may coordinate a meeting with the Parent/Student.
- Tier 5 – If issue is not resolved, then the Director (or Director's designee) may review all documentation surrounding the matter and may issue a written resolution to the Parent/Student. The determination of the Director is final.

For concerns regarding a Sport Program:

Parents/guardians and students are expected to follow the guidelines for "Appropriate Communication" in Chapter 5, Section E of this Handbook, when addressing concerns regarding a Sport Program.

Baseball:

- Tier 1 – Coach and Parent/Student may meet to address the concern.
- Tier 2 – If the issue is not resolved, then the Technical Director meets with Coach and Parent/Student.
- Tier 3 – If the issue is still not resolved, then the Director (or Director's designee) may coordinate a meeting with the Technical Director and Parent/Student.
- Tier 4 – If the issue is not resolved, then the Assistant Athletics Director may meet with the Parent/Student.
- Tier 5 – If the issue is not resolved, then the SVP (Senior Vice President) of Athletics (or SVP's designee) may review all documentation surrounding the matter and may issue a written resolution to the Parent/Student. The determination of the SVP is final.

Basketball:

- Tier 1 – Coach and Parent/Student may meet to address the concern.
- Tier 2 – If the issue is not resolved, then the Technical Director meets with Coach and Parent/Student.
- Tier 3 – If the issue is still not resolved, then the Director (or Director's designee) may coordinate a meeting with the Technical Director and Parent/Student.
- Tier 4 – If the issue is not resolved, then the Assistant Athletics Director may meet with the Parent/Student.
- Tier 5 – If the issue is not resolved, then the SVP (Senior Vice President) of Athletics (or SVP's designee) may review all documentation surrounding the matter and may issue a written resolution to the Parent/Student. The determination of the SVP is final.

Football:

- Tier 1 – Position Coach and Parent/Student may meet to address the concern.
- Tier 2 – If the issue is not resolved, then the Head Coach meets with Position Coach or Coach and Parent/Student.
- Tier 3 – If the issue is still not resolved, then the Head Coach may coordinate a meeting with the Director and Parent/Student.
- Tier 4 – If the issue is not resolved, then the Assistant Athletics Director may meet with the Parent/Student.
- Tier 5 – If the issue is not resolved, then the SVP (Senior Vice President) of Athletics (or SVP's designee) may review all

documentation surrounding the matter and may issue a written resolution to the Parent/Student. The determination of the SVP is final.

Soccer:

- Tier 1 –Coach and Parent/Student may meet to address the concern.
- Tier 2 – If the issue is not resolved, then the Head of Boys/Girls meets with Coach and Parent/Student.
- Tier 3 – If the issue is still not resolved, then the Head of Boys/Girls may coordinate a meeting with the Director and Parent/Student.
- Tier 4 – If the issue is not resolved, then the Assistant Athletics Director may meet with the Parent/Student.
- Tier 5 – If the issue is not resolved, then the SVP (Senior Vice President) of Athletics (or SVP's designee) may review all documentation surrounding the matter and may issue a written resolution to the Parent/Student. The determination of the SVP is final.

Track & Field:

- Tier 1 – Coach and Parent/Student may meet to address the concern.
- Tier 2 – If the issue is not resolved, then the Director meets with Coach and Parent/Student.
- Tier 3 – If the issue is still not resolved, then the Assistant Athletics Director may coordinate a meeting with the Director and Parent/Student.
- Tier 4 - If the issue is not resolved, then the SVP (Senior Vice President) of Athletics (or SVP's designee) may review all documentation surrounding the matter and may issue a written resolution to the Parent/Student. The determination of the SVP is final.

Volleyball:

- Tier 1 – Coach and Parent/Student may meet to address the concern.
- Tier 2 – If the issue is not resolved, then the Director meets with Coach and Parent/Student.
- Tier 3 – If the issue is still not resolved, then the Assistant Athletics Director may coordinate a meeting with the Director and Parent/Student.
- Tier 4 - If the issue is not resolved, then the SVP (Senior Vice President) of Athletics (or SVP's designee) may review all documentation surrounding the matter and may issue a written resolution to the Parent/Student. The determination of the SVP is final.

CHAPTER 2: GRIND PREP ACADEMY STUDENT RULES

A. GENERAL CONDUCT

Behavior is based on respect for others, kindness, awareness, safety, and pride in our school. Behavior is governed by two rules: you cannot hurt yourself, and you cannot hurt others. More than that, however, our expectations of student conduct are aligned with the concepts of character development that underlie all our guiding principles for students.

Furthermore, we believe that, within the structure of these rules, broad latitude and ample opportunity exist for students to grow and to enjoy enriching experiences. Each student is expected to exercise prudent judgment and concern for others.

Both boarding and non-boarding students must comply with all Academy policies, procedures, and rules for the duration of their enrollment at Grind Prep Academy whether they are on campus, off campus, in session, on vacation, or while participating in Academy pre-semester activities or camps. In addition, all students are expected to comply with any applicable city, state, or federal laws or ordinances.

Students who participate in any Grind Prep Academy camp, training, or other activities, prior to the start of classes, whether or not enrolled for classes at that time, are expected to behave in accordance with the behavioral guidelines outlined in this Handbook. Any misconduct by a student in Grind Prep Academy activities prior to enrollment or prior to the start of classes may be reviewed by Grind Prep Academy at any time (including during the enrollment process or during any Discipline Committee Meetings) and may be considered a factor in any decision by Grind Prep Academy as to the student's initial or continued enrollment with the Academy.

B. MAJOR RULE VIOLATIONS

THE FOLLOWING ARE CONSIDERED MAJOR DISCIPLINARY OFFENSES, THE CONSEQUENCES OF WHICH MAY INCLUDE DISMISSAL OR SUSPENSION FROM GRIND PREP ACADEMY WITHOUT REFUND:

- **Distribution, purchasing, attempting to purchase, using, vaping, possessing, or knowingly in the presence** of alcohol, illegal drugs, or drug paraphernalia, on or off campus, including **hosting** of gatherings as defined below. Illegal drugs include, but are not limited to, the following:
 - Any drug that is illegal under law or is controlled by the United States Food and Drug Administration, including, but not limited to, marijuana, cocaine, opiates, amphetamines, and PCP.
 - Any legal substances used in an unsafe way, such as inhalants or over-the-counter drugs.
 - Any prescription drug that is not used as prescribed, or that is in the possession of an individual whose name is not on the prescription.
 - Any mood-altering substance.
 - Any substance that produces the same effect, or is represented to produce the same effect, as a controlled and/or illegal substance. This includes, but is not limited to, designer or synthetic drugs such as K2, Spice, bath salts, etc.

“Possessing” – Includes, but is not limited to, such situations as:

- When a student shows signs of having been drinking or using illegal drugs, as defined above.
- When a student's person, belongings, dorm, locker, or car has alcoholic beverages or illegal drugs in it.

“Knowingly in the Presence” – Any student who remains in any situation or place for more than the amount of time to become aware of the situation where illegal drugs (as defined above), substances, or alcohol are present may be in violation of Grind Prep Academy's policies. *Students may call 405-534-4640 at any time and ask for pick up from an uncomfortable situation.*

“Hosting” – Any student who hosts a gathering of any size where illegal drugs, as defined above, and/or alcohol are present and did not take immediate steps to remedy the situation may be in violation of our drug and alcohol policy. This pertains to on- or off-campus locations.

- **Tampering with any drug or alcohol testing** initiated by Grind Prep Academy, including, without limitation, interfering with the administration of the test, submitting a false sample, using a masking

agent, or refusing to cooperate with the Grind Prep Academy process.

- **Falsifying academy records**, including, without limitation, grades, student passes, or emails.
- Use, sale, purchase, distribution, or possession (or arranging/facilitating the use, sale, purchase, distribution, or possession) of **tobacco or nicotine products** or tobacco-related e-cigarette-related products (such as **vaping or juuling paraphernalia**). Tobacco or nicotine products include, but are not limited to, cigarettes, e-cigarettes, dip, snuff, vaping materials, synthetic tobacco, and chewing tobacco.
- **Theft** (or arranging/facilitating the theft) on or off Grind Prep Academy campus of property or identity including, but not limited to, another individual's ID, sports equipment, bicycles, laptop computers, electronics, schoolbooks and supplies, internet accounts, credit cards, credit card account numbers, cash, clothing, shoes, or the unauthorized use (or arranging/facilitating the unauthorized use) of identification cards, cell phones, or Grind Prep Academy's property, facilities, and resources.
- **Intimate contact** with another individual or conduct that has a sexual connotation or sexual overtones including **sexting**.
- Accessing or attempting to access a dorm, wing, restroom, locker room, or any area that is restricted or off limits to the student (whether on or off Grind Prep Academy's campus) or refusing to depart from such an area when instructed to do so by the Academy.
- Possession or use of **weapons** and weapon-related items (bullets, clips, shells, etc.), stun guns, Tasers, bb guns, explosives, tattoo devices, drones or other dangerous instruments.
- **Leaving campus without permission** or **leaving a dorm building after curfew**.
- Not adhering to curfew during overnight Grind Prep Academy chaperoned travel or leaving the room after curfew.
- Using **Uber or other ridesharing services** without permission.
- **Fighting**, including any physical abuse or contact that inflicts physical or psychological harm on another individual.
- **Interpersonal misconduct** including, but not limited to, bullying, hazing, verbal abuse, slander, sexual harassment, harassment via the use of phone or electronic media (including internet chat sessions, instant or text messaging, email, or social networking sites such as Facebook, Instagram, Snapchat, etc.), or any other form of inappropriate behavior.
- 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** shown to fellow students, campers, Grind Prep Academy staff/employees, guests, contractors, opponents, or tournament/game officials/staff.
- **Criminal activities**.
- 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 or any other third party. This includes using another individual's ID.
- **Bomb threat**, inducing panic or tampering with, disabling, or using safety equipment (fire alarms, fire extinguishers, emergency call boxes, etc.) for a prank or without good cause.

- Threatening harm to the Grind Prep Academy community or members of, including but not limited to student(s) or staff member(s).
- Entering the residence or office of a staff member without permission.
- Violation of Grind Prep Academy's policies and protocols related to COVID-19 or other communicable diseases, including, without limitation, requirements regarding self-isolation protocols.
- Obstructing, or failure or refusal to cooperate in, a Grind Prep Academy investigation.
- All forms of **gambling** (e.g., betting) by students including on the Internet and the sports field.
- **Unauthorized possession or use** of Grind Prep Academy's property, including, but not limited to, walkie-talkies, golf carts, and keys.
- Use of **profanity, violent or harassing speech, writings, or images** (including in emails and text or instant messaging).

The examples above are just examples and are not an all-inclusive list of rule violations. Violation of any Grind Prep Academy rules, policies, and codes may impact current and/or future enrollment. Grind Prep Academy reserves the right to confiscate, destroy and not return any item prohibited under its rules.

C. GRIND PREP ACADEMY ATTENDANCE POLICY

Regular program attendance is vital to success at Grind Prep Academy. Our program includes college preparatory classes, practices, APD sessions, tutoring, advising, and evening study programs. Students are expected to attend all academic, athletic, and student life activities applicable to them unless otherwise excused. While the special nature of our Academy may result in students missing classes for tournament play or competitions, unexcused absences can have a serious effect on a student's success. As such, Grind Prep Academy monitors attendance and may implement consequences for unexcused absences. This is done to help our students keep pace with their peers and maintain a position to be as successful as possible.

There are additional obligations for student visa holders at Grind Prep Academy and SEVIS-approved institutions in the United States. The expectation is that the I-20 visa holder be always in good academic standing and make normal progress toward the completion of these studies to maintain their F-1 visa status. F-1 visa students must maintain a full course of studies, including a minimum of 4 physical (not online) classes. If absenteeism persists, the I-20 may be terminated by Grind Prep Academy.

All attendance excuse and request processing will occur online to maintain efficiency for our families. Attendance excuses and requests will be received through the provided Grind Prep Academy Anticipated or Unanticipated Absence Forms. Those forms are available in the Student-Athlete and Parent Handbook, under the Academics section on the [GRIND PREP Academy Boarding School Resource Page](#), and through the Attendance Tab in our Blackbaud student management platform. All other avenues of excuse/request submission will not be accepted.

- [GRIND PREP Academy Anticipated Absence Form](#):

Primarily used when parents plan or know in advance that their student-athlete will miss class or must leave early. They are responsible for submitting a request a minimum of twenty-four (24) hours before the known absence(s) with supporting documentation, such as a physician's note, legal documents, etc. The request must align with the GRIND PREP Academy Attendance Policy for any anticipated absence to be excused.

Absences immediately prior to and after school vacations that are not approved in advance are unexcused. Student absences that extend a vacation (summer, fall, winter, or spring) are not permitted and may result in a zero on all missed work.

- [GRIND PREP Academy Unanticipated Absence Form](#):

Primarily used by non-boarding families when their student-athlete is absent from class in instances such as illness, etc. and requests their absence be excused. All absences after two (2) consecutive days to be excused will require supporting documentation, such as a physician's note, etc., to be uploaded when completing the GRIND PREP Academy Unanticipated Absence Form, accounting for each day missed.

ABSENCES

An excused absence means an absence due to Academy-sponsored events (athletic competitions, field trips, etc.); or an absence necessitated by medical situations (including for illness or health-related appointments, as described below), legal responsibilities, religious observances, family emergencies, or those approved anticipated absences or extended absences because of an Academy-approved leave of absence (approved by The Dean's Office).

Successful submission of a request DOES NOT indicate that the request is approved. GRIND PREP Academy reserves the right to request documentation for any academic absence. All attendance requests and excuses must be submitted online through the proper links provided below.

Attendance requests and excuses will not be accepted via email, phone or in person. Illness:

- *Boarding* students - must report to Health Services to be excused from a class, sport program, or other Academy commitments. Health Services will notify the Attendance Office that a student is excused. Parents/Guardians of boarding students are not permitted to excuse their children for illness. Boarding students may only be excused for illness by Health Services.
- *Non-boarding* students - may only be excused for illness if their parent/guardian submits notification to the Attendance Office through the [GRIND PREP Academy Unanticipated Absence Form](#) within twenty-four (24) hours of their return to school. Parents must submit a form each day a student is absent. All absences after two (2) consecutive days will require supporting documentation such as a physician note, etc., to be uploaded through the GRIND PREP Academy Unanticipated Absence Form accounting for each day missed.
- Please refer to the Student Health Services section of this Handbook for more information regarding student illness.

Health-Related Appointments: Students from time to time may need to attend a health-related appointment during school or program hours and these absences are considered excused. For boarding students, Health Services will contact the Attendance Office if a student has a health-related appointment. Non-boarding Parents are required to submit notification to the Attendance Office 24 hours prior to any appointment through the [GRIND PREP Academy Anticipated Absence Form](#) along with supporting documentation from the healthcare provider. If such information is not provided 24 hours before the absence it may remain unexcused.

- Note: Parents/Guardians are expected to schedule appointments that do not conflict with school commitments whenever possible. **All anticipated absence requests and excuses must be submitted online through link provided. Requests will not be accepted via email or phone.**

An unexcused absence is one that is not approved by the Academy, and generally refers to any absences other than those described above. Students will generally be excused for flight delays and cancellations. GRIND PREP Academy reviews unexcused absences for possible disciplinary action.

- **Absences immediately prior to and after school vacations that are not approved in advance are unexcused. Student absences that extend a vacation (summer, fall, winter, or spring) are not permitted and may result in a zero on all missed work.**

Students who have been marked unexcused may receive an email stating they have been marked absent that day. Students may not earn credit for any work missed, or assigned, on the day of the unexcused absence, and may receive a zero for any assessments administered on that day. In addition, previously assigned work due on the day of an unexcused absence may receive a zero, even if the work is submitted prior to the start of class on the original due date. Any work completed during the class may result in a "0". Any work assigned on the day of unexcused absence may be submitted for credit on the due date.

Any unexcused absence that remains unreported beyond 24 hours will result in the student athlete being ineligible to make up any missed academic work.

The attendance record of a student receiving five (5) or more unexcused absences in any class, athletic program, or official GRIND PREP Academy activity, will generally be reviewed by the Dean's Office. A student with five

(5) or more unexcused absences may be placed on probation and is at risk for a disciplinary meeting for nonattendance. Students with continued truancy may be dismissed for nonattendance.

GRIND PREP Academy makes a concerted effort to confirm the reasons for all absences. Parents/guardians will have visibility through the Academy's Blackbaud student management platform, as well as real time emails for unexcused academic absences and student attendance. Parents/guardians may also be notified when a student has accumulated five (5) or more unexcused absences in any academic class, athletic program, or student life program.

UNANTICIPATED ACADEMIC ABSENCES

Unanticipated absences from academic program must be reported to the GRIND PREP Academy Attendance Office no later than 24 hours after student athlete absent notifications are sent. Parents must submit notification to the Attendance Office through the [GRIND PREP Academy Unanticipated Absence Form](#) within 24 hours of their

student-athlete's return to school. All absences after two (2) consecutive days to be excused, will require supporting documentation, such as a physician note, etc., to be uploaded when completing the GRIND PREP Academy Unanticipated Absence Form, accounting for each day missed. **All unanticipated absence excuses must be submitted online through link provided. Excuses will not be accepted via email or phone.**

ANTICIPATED CLASS ABSENCES

When Parents plan or know in advance that their student athlete will miss class or is needed to leave early, it is their responsibility to submit a request at a minimum of 24 hours before the known absence(s) through the [GRIND PREP Academy Anticipated Absence Form](#) for approval. If the request is for multiple students a request will need to be submitted for each student athlete. Failure to submit a request online may lead to the absence(s) being unexcused.

Successful submission of a request DOES NOT indicate that the request is approved. Once the request is reviewed the submitting parent will receive an emailed response. If a request is approved, the student should notify the teacher before the absence and to make mutually satisfactory arrangements for work to be completed, tests taken, or assignments submitted. Upon returning to class, students are expected to be prepared for that day's obligations, including any tests and quizzes covering previously assigned material.

- *Early Dismissal* - In the instance that an early dismissal is approved through the [GRIND PREP Academy Anticipated Absence Form](#) the student athlete must check in to the Attendance Office prior to class to receive an early dismissal pass. This Early Dismissal Pass will be given to the teacher by the student athlete for permission to depart early.

MAKE-UP PRIVILEGES

Students who miss class unexpectedly because of illness and whose absences are determined to be excused will typically be given the same number of days they have missed to make up assignments, quizzes, or major tests, unless otherwise specified by a teacher or department. Review of previously learned material will not be included within make-up privileges. Teachers may exercise discretion in requiring students to submit projects, papers, and long-term assignments as close as possible to the original due date. Extended absences will be dealt with on an individual basis and should include the student's Academic Affairs Manager in the discussion to coordinate a schedule for make-up work.

Students should not use illness as an excuse for procrastination or as a means of studying for tests or completing assignments. Such circumstances may risk compromising the Honor Code.

PARTICIPATION GUIDELINES

Participation in sport practice, tournaments, competitions, or extracurricular activities requires attendance in all academic classes, with no unexcused absences. Students are also expected to fulfill all academic obligations (i.e., tests, papers, etc.) to participate in athletics.

CAMPUS PASS

Students in the Academic Center, returning to the dorms or visiting Health Services during class time need to have a Campus Pass issued by the Academic Attendance office, with the limit of a fifteen (15) minute transition time. However, if a student is experiencing a life-threatening health emergency, the student should report to Health Services immediately.

TARDINESS

Tardiness is disruptive and disrespectful to the learning environment. Arriving to class in a timely manner is expected every day. Students required to visit Health Services must do so well in advance to ensure on time arrival to class. Students arriving late to any class are considered tardy and are subject to disciplinary action as indicated below. Arriving more than 30 minutes after the scheduled start of class will be considered an unexcused absence.

If an assessment is given during the period of an unexcused tardy, the student will have to complete the assessment within the same time parameters. No additional time will be granted for either projects, homework or assessments. If homework was due during the period of the unexcused tardy there is no penalty.

Unexcused Tardy #1-4

- Tardy events are cumulative in all classes. Students will receive a warning from Academic Attendance for tardies #1 – 4.
- For tardies #1-4, the student will be allowed in class with a red pass from Academic Attendance, however the student will receive a score of zero for all assignments completed during the class time missed.

Unexcused Tardy #5 or More

- Student will be allowed to go to class.
- The student will be allowed in class with a red pass from Academic Attendance, however the student will receive a score of zero for all assignments completed during the class time missed.
- Students earning five (5) or more tardies may be placed on probation and are at risk for a disciplinary meeting. Students with continued tardiness may have an increased level of consequence, including denial of future enrollment opportunities or dismissal from the Academy.

LATE ARRIVAL DUE TO SPORT TRAVEL

Tournament and game travel often require student-athletes to return late to campus. While regular class attendance is vital, GRIND PREP Academy also understands the importance of proper rest for high level academic and athletic performance. Please see below for the policy regarding morning and afternoon students. Arrival is considered the time when a team arrives at the campus entry gate.

AM School/PM Sport

- Arrivals prior to 10 p.m. – Regular class attendance expected.
- Arrivals from 10 p.m. to 1 a.m. – Excused from 1st period and assessments scheduled that day can be postponed.
- Arrivals after 1 a.m. – Excused from school.

PM School/AM Sport

- Arrivals prior to 1 a.m. – Regular class attendance is required.
- Arrivals after 1 a.m. – Class attendance is required; however, assessments scheduled that day can be postponed.

DISMISSAL FOR NON-ATTENDANCE

Students who accumulate more than five (5) unexcused absences whether in class, sport program, or combined, may be referred to the Discipline Committee. Since GRIND PREP Academy academic and program attendance is vital to success, students may be dismissed for non-attendance. If the student has an I-20 visa, GRIND PREP Academy may also terminate the student's I-20 visa.

D. DRESS CODE

ACADEMIC TIMES

GRIND PREP Academy's dress code intends to promote a conducive learning environment and a sense of professionalism, safety, and respect among all students. Compliance with permissible attire protocols is essential for creating a harmonious and productive learning environment at GRIND PREP Academy. Any student who conflicts with the dress code or detracts from the overall experience will be referred for discipline intervention.

School clothing is available for purchase.

Students must wear their School Identification (ID) badge via a badge clip or lanyard on the front of the outermost layer of clothing in the Academic Center including classrooms.

NON-ACADEMIC TIMES

During non-academic times and during recreational activities, which includes beach and pool visits, students are expected to dress in a manner appropriate to attending a co-ed athletic training facility. Accordingly, students are expected to observe the following guidelines:

- Torn clothing and clothes that do not provide adequate cover, or that are too revealing, are not permitted. This includes athletic apparel and swimwear that does not provide adequate cover.
- Students are not permitted to wear clothing, shoes, or accessories with offensive slogans or content as determined by GRIND PREP Academy in its discretion.
- Students are not permitted to have any new body piercings or tattoos without being under the direct supervision of their parents/guardians.
- Outside of the dorm room, students should not have swimwear (unless at the beach or pool), boxers, or other undergarments showing.
- Footwear should be always worn outside of the dorm room.

SPORTS PROGRAM

Please see Chapter 5 for the Academy's Sports Program Dress Code.

E. ACCEPTABLE USE POLICY

The Academy is fortunate to have excellent resources for communication and research. Students are expected to remember that the principal purpose of any exchange of information within this community is for educational purposes and that any communication made to or from the Academy, with or without Academy-controlled equipment, must be made in line with the Academy's general standards of conduct. Whether physically on campus or off campus, whether during the school day or at night, on vacation or at any other time while enrolled at the Academy, whether linked to the Academy's Network from in school or from a remote location or not at all, or using their own personal computer or communication device on or off campus, students are expected to comply with this Acceptable Use Policy and any applicable policies and procedures as long as they are enrolled at the Academy, as set forth in this Handbook and as further described below. Please refer to the Acceptable Use Agreement in **Appendix A**.

The Academy has explicit guidelines for using computers and other electronic devices, both on and off campus, using the Academy's Network, and accessing the Internet. The Academy may monitor the activity and contents (including email, documents, and other files) of computers and Academy-managed online accounts on campus and/or connected to the Academy's Network, to ensure student safety and that the guidelines are being followed. The Academy expects students and parents/guardians to adhere to the following guidelines. The examples below are just examples and are not an all-inclusive list of requirements and possibilities.

Students may:

- use technology for schoolwork or class projects and assignments, at the teacher's discretion; • access the Internet with teacher permission to enrich learning related to schoolwork; and
- use technology in ways directed by the teacher.

Students may not:

- post personal contact information about themselves or other people;
- access or try to access network resources not intended for them;
- share their passwords with anyone;
- alter electronic communications to hide their identity or impersonate another person;
- communicate with or make plans to meet in person a stranger whom the student has contacted online;
- use inappropriate language or images in email, web pages, videos, or social networking sites;
- be disrespectful by talking or posting derogatory material (images, video, etc.) via email, social networking sites, live chat, web page, or any other method;
- engage in cyber-bullying, harassment, or sexting, in violation of the Academy's Bullying Prevention and Intervention Plan and related policies as stated in this Handbook;
- access inappropriate information on the Internet such as (but not restricted to) sites that bypass filtering, promote hate or violence, or sites with sexually explicit or graphic, pornographic, or obscene material;
- plagiarize printed or electronic information; students must follow all copyright, trademark, patent and other laws governing intellectual property;
- install or download software on to Academy computers from the Internet, home, or by any other means; they may not remove network cables, keyboards, or any other components unless expressly permitted by the Academy;
- create or use a mobile hotspot on the Academy's campus;
- remove any Academy-owned computer equipment from the Academy without express permission;
- store personal files on the Network, except in their own network user account; any information that a student leaves on an Academy-owned device may be deleted at any time, with or without notice;

- use cell phones or other personal electronic communication devices during classroom time, without the express permission of the teacher;
- disclose confidential or proprietary information related to the Academy or recklessly disregard or distort the truth of the matters commented on;
- access, change, delete, read, or copy any file, program, or account that belongs to someone else without permission;
- use the Network for illegal or commercial activities;
- intentionally vandalize, steal, or cause harm to any Academy-owned equipment;
- deliberately disrupt or attempt to disrupt the software or hardware of the Academy Network; or
- be “friends” with, or otherwise directly connect to via online networks and services, any Academy employee on any social networking site that is not authorized primarily for academic or sport program purposes (e.g., Twitter is often used by both faculty and the Administration for educational and informational purposes). If a student is contacted by an Academy employee via non-Academy channels for non-educational purposes, the student should immediately notify the student’s advisor.

Students should understand that:

- the use of inappropriate language, harassment, and disrespectful comments in email, texting or a chat room, or on a website or social networking site from either inside or outside the Academy, and whether during the school day, after hours, or during vacation time, as long as a student is enrolled at the Academy, may result in disciplinary action;
- there is no guarantee of privacy associated with their use of the Academy’s technology resources. Students should not expect that email, voice mail, or other information created or maintained on the Academy’s Network, Academy-issued devices, or Academy-administered services (even those marked “personal” or “confidential”) will be private, confidential, or secure. The Academy has the right to access and monitor both student-owned and Academy-owned computers and communication devices connected to the Academy’s network. Each student consents to the Academy’s right to view and/or monitor the Academy’s network and all of its associated accounts;
- they will be held accountable for unattended accounts, and for use of their computer or communication device, if such equipment is left unattended and/or used by another individual; and
- they are expected to read, understand, and sign the Acceptable Use Agreement (included as **Appendix A** of this Handbook). Students should understand that they are responsible for following these rules. If a student does not follow these rules, and if use of technology on or off campus negatively impacts the educational or psychological experience of a student enrolled at the Academy, the student may lose computer privileges and may face disciplinary action.

Parents/guardians should understand that:

- it is the responsibility of all parents/guardians to read this policy and discuss it with the student;
- teachers and administrators will strive to help students understand this policy at a level that is appropriate to their age and maturity; and
- if a student willfully damages the hardware or software of any Academy-owned technology, the parent/guardian will be responsible for paying for the repair or replacement of that technology.

The Academy may:

- access, view, monitor, and track any information or communication stored on or transmitted over the Academy’s Network, on or over equipment that has been used to access the Academy’s Network, or Academy-issued devices, or Academy-administered accounts and services, and under certain circumstances, it may be required by law to allow third parties to do so. In addition, others may inadvertently view messages or data because of routine systems maintenance, monitoring, or mis delivery; and
- restrict the material accessed and not permit computers to be used for anything other than educational purposes.

COMPUTER SECURITY

Security on any computer network is a high priority, especially when the system involves many users. If a student feels that the student can identify a security problem on the Internet, the student must notify a system administrator. Students should not demonstrate the problem to other users. Attempts to log on to the Internet as anyone but oneself may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Academy's Network.

VANDALISM

Vandalism may result in the restriction of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or other devices or networks. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, changing hardware or software settings, or changing online materials without permission.

REPORTING VIOLATIONS

Students are expected to assist in the enforcement of this policy. If a student suspects a violation of this policy, or if a student feels nervous or uncomfortable about another school community member's use of technology, the student should immediately report the student's suspicions, feelings, and observations to an Academic Affairs Manager, Dean of Students, Director of Student Life, Head of School.

SANCTIONS AND DISCIPLINE

Students found to be in violation of this policy may be subject to discipline including, but not limited to, the loss of computer privileges, probation, and dismissal from the Academy. Some violations may constitute criminal offenses as defined by local, state, and federal laws, and the Academy may fully initiate or assist in the prosecution of any such violations of the law. Additionally, students may be financially responsible for any damage to the Academy's Network and electronic devices.

All students and their parents/guardians must co-sign an Acceptable Use Agreement ("AUA") at the beginning of each school year and submit the completed form to the Academy. The AUA includes detailed behavioral expectations for email and social networking and is included as **Appendix A** to this Handbook and on the Parent Portal on the Academy's website. Please note that this policy and the AUA do not intend to create, nor do they create, a contract or part of a contract in any way, including, but not limited to, between the Academy and any parent, guardian, or student affiliated with or attending the Academy.

RIGHT TO INSPECT

GRIND PREP Academy may inspect and/or confiscate any electronic device (computers, cell phones, tablets, etc.) brought onto campus if the Academy believes or has reason to suspect that the contents on the device contain material that might be in violation of or may have been used to violate the Academy's rules, or if such device may aid in an GRIND PREP Academy investigation. A member of GRIND PREP Academy staff may delete inappropriate content. Failure or refusal to provide a device and passcodes may result in suspension or dismissal from GRIND PREP Academy.

CELL PHONES, SMART WATCHES, IPADS, AND OTHER MOBILE ELECTRONIC DEVICES

GRIND PREP Academy recognizes that cell phones and other mobile electronic devices have become a staple of parent-child communication. Students on GRIND PREP Academy's campus are allowed to have such devices; however, their use is restricted to certain areas and times. All student cell phone numbers must be on file with Student Life, so that it can be recorded in the appropriate Academy systems.

Use of cell phones or other electronic devices as phones is not permitted at any time in any of the academic buildings at the Academy. Use of such mobile devices to retrieve or send information is allowed, with faculty permission, in classrooms. These items may be used in dormitories (except when specifically prohibited). If brought to school, any such device must be turned off and turned into the classroom teacher at the beginning of each class period. The student can pick up the device at the end of the class period. In general, any device that is brought to school, not turned in and is used, rings, or otherwise disrupts class will be

confiscated and the student will be asked to leave the class immediately. The Administration will generally retain confiscated devices and only return them at its discretion.

Any student with an electronic device in the student's possession during a quiz, test, or exam may receive a zero on the assessment and may not be given the opportunity to make it up.

Cell phones, iPads, and other electronic devices are further restricted as follows:

- They cannot be used after lights out.
 - See the Residential Life Policies in Chapter 6 for more information.
 - They may not be used in the dorms or academic buildings during designated study hall hours.
- They may not be used in locker rooms and restrooms, including dorm room bathrooms.
- These devices and other digital recorders must not be used to record video or audio:
 - In locker rooms and restrooms or when students are nude, partially clothed or changing clothes.
 - When interacting with adults in teaching, coaching, or other student-adult interactions without the adult's consent and knowledge.
 - Of other students without their knowledge and consent.
 - While in a GRIND PREP Academy vehicle.

SOCIAL MEDIA

The Academy understands the desire of students to use social networking websites, Internet bulletin boards, blogs, chat rooms, and other online resources or websites (e.g., Facebook, Twitter, Instagram, Snapchat, Pinterest, TikTok, Wikipedia, YouTube) (collectively referred to as "**Social Media**"). Whether or not a student chooses to use social media is a decision the student should make in consultation with the student's parents. However, to the extent that students, parents, or members of the school community represent the Academy to each other and to the wider community, participation in such social media should be done responsibly with a mind toward how both the forum where one chooses to participate and the content posted reflect on that person individually and on the Academy. Moreover, issues concerning respect for the privacy of students, copyrights, trademarks, and confidentiality of sensitive information are all important to understand before participating in social media.

With the foregoing in mind, the Academy encourages students and parents/guardians to create an atmosphere of trust and individual accountability when accessing social media. Students are expected to comply with the policies outlined in the Academy's Acceptable Use Policy regardless of whether they are using Academy-provided equipment or their own personal devices. GRIND PREP Academy may monitor content and request any material that GRIND PREP Academy finds objectionable to be removed, with the potential for disciplinary consequences. This includes anonymous messages and postings in online forums and chat rooms. In addition, the Academy prohibits students from operating accounts under a false identity. The refusal to cooperate by providing usernames or passwords when requested is considered a violation of GRIND PREP Academy policy, for which discipline may follow.

SEXTING

Sexting has become an epidemic for teenagers across the United States and GRIND PREP Academy is taking the strong stance that sexting in any form is well outside the boundaries of our community standards. Accordingly, the Academy prohibits students from using technology devices (whether owned by the student or the Academy, and whether through use of the Academy's Network or outside of the Academy's Network, and whether used on or off campus) to send or create any written message, image, or video that contains explicit representations or references to sexual conduct, sexual excitement, or nudity (commonly known as "**sexting**"). Students engaging in this behavior may face disciplinary consequences, and the Academy may be required to contact law enforcement should any student violate this policy.

Recipient Guidelines:

Should a student receive a sext, the student may face disciplinary action unless the following guidelines are observed:

- Do not forward, transmit, or distribute the sext to anyone, including staff members.
- Immediately alert GRIND PREP Academy staff.

If a student solicits a sext message, the student may face discipline. However, such students should still follow these guidelines to help minimize or avoid further consequences.

Legal Consequences of Sexting:

Students should be aware of the Florida Statute on sexting which sets out that:

“A minor (person under the age of 18) commits the crime of sexting if he or she [sic] knowingly uses a computer or any other device capable of electronic data transmission or distribution, to transmit or distribute to another minor any photograph or video of any person which depicts nudity and is harmful to minors.

Sexting also applies to any situation where a minor knowingly possesses a nude or explicit image or video transmitted or distributed by another minor.

However, if the recipient did not solicit the photo or video, did not transmit or distribute it to others, and took reasonable steps to report the transmitted photo to a legal guardian, school official, or law enforcement official, that minor has not committed the crime of sexting.

The Academy may consider students who transmit, distribute, or even solicit, sexting to be in violation of Academy rules.

PARENTAL EXPECTATIONS

GRIND PREP Academy expects all parents/guardians to:

- Instruct their child on all applicable security and privacy settings.
- Monitor use and times of use.
- Monitor their child’s social media use and accounts.
- Discuss positive digital citizenship.
- Familiarize themselves with this policy and other policies pertaining to electronics, including, but not limited to, cyber-bullying, social media, and sexting.

ACCEPTABLE USE POLICY (AUP) VIOLATIONS

In addition to the disciplinary actions described above and elsewhere in this Handbook, the Academy may take the following actions in the event the Academy has determined, in its sole discretion, that a student may have violated the AUP:

- Confiscation of the device;
- Suspension or revocation of Internet access;
- Suspension or revocation of Academy Network privileges;
- Suspension or revocation of computer access;
- Academy suspension; • Academy expulsion; and/or • Loss of privileges.

Any questions about this policy or the applicability of this policy to a particular situation should be referred to the Director of Student Life or the Director’s designee. GRIND PREP Academy staff have the right to confiscate devices, and to restrict or terminate Academy Network and Internet access at any time for any reason. GRIND PREP Academy further has the right to monitor Academy Network activity in any form that it sees fit to maintain the integrity of the Network.

F. USE OF ALCOHOL, DRUGS, AND SUBSTANCES; TESTING

GRIND PREP Academy is committed to the highest level of competitive and academic excellence. GRIND PREP Academy believes that the use of banned or illegal drugs, substances, or alcohol is inconsistent with this purpose and has a detrimental impact on student behavior, interferes with academic and athletic performance, and may cause permanent physical and mental harm to the user. The use of banned or illegal drugs, substances, and/or alcohol impairs judgment, slows reaction time and reflexes, and decreases the ability to perceive pain adequately. Additionally, the use of banned or illegal drugs, substances, or alcohol by students increases the risk of injury to their teammates, their athletic opponents, and others with whom they participate.

In light of the foregoing, a student may not buy, sell, possess, or use alcohol or other illegal or unauthorized drugs or substances, including tobacco and tobacco-related products (such as, but not limited to, e-cigarettes, juuling and vaping), performance enhancing substances prohibited by applicable sport governing bodies or athletic associations, and/or any paraphernalia associated with the use of banned or illegal drugs and may not intentionally misuse products that can act as inhalants, while enrolled at the Academy. Students are prohibited from using medications, both prescription and over the counter, in any manner other than as prescribed or intended by the manufacturer. Additionally, any student who hosts a gathering of any size where drugs and/or alcohol are present and did not take immediate steps to remedy the situation may be in violation of our drug and alcohol policy. This pertains to on or off-campus locations.

TESTING

A student who is accepted at GRIND PREP Academy may be required to submit to multiple drug or alcohol tests throughout the year. These tests may include urine analysis, hair analysis, breath analysis, and any other method adopted by GRIND PREP Academy. Random testing may be conducted at various times during the school year.

The purpose of this policy is for the wellbeing of the students and GRIND PREP Academy's community. Results of any test pursuant to this policy will generally not be forwarded to any criminal or juvenile authority, unless required by legal process, but will generally result in discipline. Please note students should inform the Academy of any prescription medications taken *prior to the test*.

TEST RESULTS

Negative Results: In the event of a negative result, no further action will be taken. Positive

(Non-Negative) Results: A test result may be deemed positive (non-negative) if:

- The test completed indicates positive (non-negative) results;
- The student is found to have used any product or chemical designed to interfere with or mask the result of the test; or
- The student refuses or does not cooperate in the testing process. Following a student's refusal or failure to cooperate in the testing process, if that student later decides to submit to the drug testing within a reasonable time, GRIND PREP Academy, in its sole discretion, (i) may permit the student to take a drug test, and (ii) will select the method of testing, which may be a different method of testing than the original method proposed by GRIND PREP A (i.e. hair, blood or other testing as opposed to urine testing).

In the event of a positive result (non-negative), (a) the cost of the test will be charged to the student's school account and is the student's parents' sole financial responsibility; and (b) the Discipline Committee of GRIND PREP Academy may decide what disciplinary action will be taken. Pursuant to the Discipline Committee process in Chapter 7 of this Handbook, after the confirmation of the positive result, the Discipline Committee will generally conduct a Meeting (as defined in Chapter 7); however, if after confirmation of the positive result, the student admits to the use of a prohibited substance, the Discipline Committee may issue consequences without convening a Meeting with the student. The decision of the Discipline Committee is final and is not subject to appeal or review.

Disciplinary action may include the following: dismissal from GRIND PREP Academy; suspension from GRIND PREP Academy (on or off GRIND PREP Academy's property); probation; and participation in, and successful completion of, a drug, substance, or alcohol assistance program acceptable to GRIND PREP Academy and submission to follow-up testing for the duration of the student's stay at GRIND PREP Academy. Any cost incurred for the assistance program and testing will be the sole responsibility of the

student and the student's parents/guardians.

Should GRIND PREP Academy permit a student who tests positive to stay at GRIND PREP Academy and the student does not submit to the restrictions, discipline, or assistance program required by GRIND PREP Academy, the student may be dismissed. If a student who tested positive is permitted to stay at GRIND PREP Academy and then fails a subsequent drug test, the student may be dismissed. The decision as to whether a student who tests positive will be dismissed or permitted to stay at GRIND PREP Academy will be in the sole discretion of GRIND PREP Academy.

Any student who faces disciplinary action at another educational facility for drug, substance, or alcohol use may also face disciplinary action at GRIND PREP Academy.

CERTAIN PROCEDURES AND SUBSTANCES SUBJECT TO RESTRICTIONS

The use of the following procedures or substances is subject to certain restrictions and may or may not be permissible, depending on limitations expressed in this policy and the quantities of substances used.

Blood Doping: The practice of blood doping (the intravenous injection of whole blood, packed red blood cells, or blood substitutes) is prohibited and any evidence indicating said practice will be cause for action consistent with that taken under "Positive Results."

Local Anesthetics - Beta 2 Agonists: GRIND PREP Academy will permit the following limited use of local anesthetics: Procaine, Xylocaine, Carebocaine, or other local anesthetics. Local or topical injections can be used (*i.e.*, intravenous injections are not permitted) and use that is medically justified only to allow the student to continue competition without potential health risks. The use of beta 2 agonists is permitted by inhalation only.

G. PARENTS' ROLE IN ALCOHOL AND DRUG PREVENTION

Parents/Guardians are often concerned about the use of alcohol and drugs by students and the social acceptability of its use. The following goals have been developed for parents/guardians as a guide for discussion and as a foundation for community agreement.

GRIND PREP expects parents/guardians to:

- Become informed about the facts of alcohol and drugs so that they can discuss these substances credibly with their children.
- Develop and communicate to their children a clear position about alcohol and drug use.
- Promote and encourage social activities without alcohol and drugs.
- Not serve alcohol to other people's children who are under the legal drinking age or allow under-age people to bring alcohol or drugs into their homes.
- Support Academy and law enforcement policies regarding the use of alcohol and drugs by young people.
- Request and endorse the implementation of comprehensive and meaningful alcohol and drug abuse prevention programs.

In addition, parents/guardians are expected to:

- Take responsibility for their own children and be concerned for the welfare of the children of others.
- Set a responsible example for their children.
- Attempt to resist peer pressure and encourage their children to do likewise.
- Help their children develop healthy concepts of themselves and effective problem-solving, decision-making, and communication skills.
- Not sponsor or condone activities that their children or they are unable to control (such as parties with limited or no adult supervision).
- Communicate openly with other parents/guardians to establish a sense of community and to provide support in giving consistent messages.

H. SANCTUARY POLICY FOR SUBSTANCE ABUSE

GRIND PREP Academy is committed to helping students maintain a life free of tobacco, drugs, and alcohol use. As such, GRIND PREP Academy provides a clear path for students to seek help without fear of discipline. Any student seeking help for substance abuse should:

- Go to Health Services and ask to speak to a nurse privately.
- Inform the nurse of the issue.
- Health Services will generally submit a referral to substances abuse provider for an initial counseling session and the formation of a treatment plan.
- Health Services will generally inform the student's parents/guardians.
- Student Life management will then be contacted, and a meeting set up with Health Services and the student in order to provide adult support in the community.

It is important to note that this is not an "immunity" program. If it is revealed that a student is using any substances during substance testing or a discipline investigation, the student may be required to proceed through the discipline process.

I. INAPPROPRIATE ITEMS AND WEAPONS

Possession or use of fireworks (including firecrackers), explosives, a firearm, a pellet or BB gun, a knife, drones or any other dangerous weapon is prohibited and if confiscated, will not be returned. Any knife other than a pocket or penknife may be considered a dangerous weapon. Certain types of knives, including, but not limited to, ballistic self-propelled knives and fireworks are illegal in Florida, particularly on school grounds.

The Academy also prohibits students from having or using a tattoo gun (or other item) to temporarily or permanently tattooing themselves or another student.

In addition, no items, whether permitted on campus or not, may be used as a weapon. Propelling any projectile at a motor vehicle, an unwilling or unsuspecting person, or a building, to endanger another, is considered reckless behavior and is also prohibited by the Academy. Bomb threat, inducing panic or tampering with, disabling, or using safety equipment (fire alarms, fire extinguishers, emergency call boxes, etc.) as a prank or without good cause is prohibited.

Consistent with the Academy's Honor Code, students are reminded that if they notice something that they do not think should be there—or someone's behavior that does not seem quite right—they are encouraged to share this information with a residential mentor, teacher, coach, or other trusted adult.

J. FAKE IDENTIFICATION

Students may not create, sell, purchase, possess, distribute, or use (or arranging/facilitating the creation, sale, purchase, possession, distribution, or use) any identification with false information for the student or any other third party. This prohibition includes using another student's ID.

K. SEARCH AND SEIZURE

GRIND PREP Academy reserves the right to inspect or search any person, personal property, packages, rooms, lockers, vehicles or other areas, locked or unlocked, on the campus or in its property, at any time and for any reason. The Academy staff and law enforcement officials may seize prohibited items or items that may jeopardize the safety of others or of property, or that constitute a health hazard. Prohibited or hazardous items will not be returned.

L. RESTRICTED AREAS ON OR NEAR GRIND PREP ACADEMY'S CAMPUS

Students are prohibited from the following areas:

- The Executive Offices and Private Offices (unless an appointment has been scheduled).

- The outer boundaries of campus (wooded areas and lakes).
- Maintenance and storage areas.
- Any unlit areas on campus after sundown, including stadium, bleachers, parking lots, and vehicles.
- Stadium Courts and the Basketball Center (unless supervised activity is taking place).
- Buses/vans (unless being transported).
- Staff and faculty members' residences and offices.

In addition, students may not possess or use GRIND PREP Academy's walkie-talkies, golf carts, or keys without authorization.

M. RIDESHARING

Though ridesharing service pick-up location(s) are located on the Academy campus as a service to the Academy community, parents/guardians should be aware that many rideshare companies, such as Uber or Lyft, have policies that prohibit transporting unaccompanied minors. The Academy does not recommend that families use these services for the students, and the Academy does not take responsibility for arranging such ridesharing services for the students. Use of ridesharing services by unaccompanied Academy students is a violation of Academy policy, unless:

(1) the student is signed out under a valid Leave Request at the time of the ridesharing service, **AND**

(2a) the parents/guardians specifically authorize the student's use of ridesharing services in each Leave Request, despite the Academy's recommendation and policy, **OR**

(2b) the parents/guardians specifically authorize a standing permission of the student's use of ridesharing services for Local Sign Outs (only grades 11 and 12; written consent required).

N. FOOD DELIVERY

Students are generally prohibited from using DoorDash, or similar food ordering and delivery platforms, for service to the GRIND PREP Academy campus or the restricted areas listed in **Section L** above. However, students in Grades 9 and above may order from these services during the hours of 5:30 pm to 7:30 pm on weekdays for delivery to the designated ridesharing location at the Campus Center.

O. EVACUATIONS AND DRILLS

Students are expected to respond appropriately to campus alarms (weather safety, fire, active shooter, etc.). They must evacuate pursuant to recommended procedures and cooperate fully in drills and evacuations as instructed.

CHAPTER 3: POLICIES AND EXPECTATIONS FOR INTERPERSONAL STUDENT RELATIONSHIPS

A. COMMITMENT TO RESPECTFUL AND HEALTHY RELATIONSHIPS

The Academy is committed to providing a safe and healthy learning environment for all members of its community. Such an environment precludes behaviors that are disrespectful of, and physically and/or emotionally harmful to, others. All members of the school community play important roles in maintaining these standards and intervening, as appropriate, when they witness behavior that conflicts with community standards.

The Academy expects all members of the community to treat others with civility, respect, and dignity and to interact (whether in person or electronically) politely and appropriately. Before acting, students should consider how their communications – whether through words, appearances, actions, or otherwise – may negatively impact others. All students are valued members of the school's community, which presents unique opportunities to develop lasting partnerships with peers, faculty, and staff. The Academy strives to help students develop such close connections. However, the Academy expects these relationships to be appropriate and healthy. The Academy endeavors to promote this through education and intervention.

With these goals and interests in mind, as well as the legal requirements of the State of Oklahoma, the Academy has established policies to help students manage these interpersonal relationships safely and appropriately. Students and parents/guardians are encouraged to communicate with the Head of School, Student Life staff, Health Services, Athletics, and/or Academic Affairs staff with any questions or concerns

regarding these policies. The Academy believes that open communication about these sensitive topics is integral to preventing serious misconduct from occurring and essential to fostering a culture of personal responsibility, mutual accountability, and positive peer leadership.

B. SEXUAL INTIMACY AND CONSENT

The Academy recognizes that sexuality is a normal part of human nature, and its discovery is often a part of adolescence. However, any level of sexual intimacy can bring with it physical, psychological, and emotional challenges that can be overwhelming to students. Therefore, the Academy does not endorse or condone sexually intimate activity among students, and advocates postponing sexual intimacy until students are past adolescence. Under certain circumstances, the Academy may be obligated to make a report to government authorities (including the Oklahoma Department of Human Services (“**OKDHS**”) and law enforcement).

It is imperative that students understand and appreciate that certain sexual activity may violate the law and, therefore, is prohibited by the Academy. Following Oklahoma law, the Academy prohibits students from engaging in nonconsensual sexual activity, considering it egregious misconduct and a major disciplinary violation. Consent must be the basis for every sexually intimate encounter. **Consent means the voluntary, positive agreement to engage in specific sexual activity.** However, as described below, certain circumstances may make it impossible for a person to give legal consent.

- Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated (whether due to drugs, alcohol, or some other condition).
- Consent cannot be obtained by threat, coercion, or force. In other words, if threat, coercion, or force is used, any “agreement” does not constitute consent.
- Consent may be withdrawn at any stage during an encounter.
- Consenting to one behavior does not obligate a person to consent to any other behavior.
- Consenting on one occasion does not obligate a person to consent on any other occasion.

Communicating consent means:

- The person is legally capable of giving consent.
- An ongoing verbal interaction, taken one step at a time, to an expressed and honest yes.
- Asking permission to engage in specific activity *and* to progress to new, different, or more intimate activity – regardless of who initiated the contact.
- Being clear about desires and expectations.
- A clear “yes.” The absence of “no” should not be understood to mean that there is consent.
- Remaining open to and respecting another’s expression of disagreement to engage in a particular activity. “No” means “no” in any sexual encounter.

The Academy may consider sexual intercourse involving any student to be in violation of school rules. Furthermore, when sexually intimate activity is accompanied by violations of other school rules (such as abuse of technology or consumption of alcohol), the Academy may respond with significant disciplinary action.

The Academy prohibits and may be required to report sexual activity that violates the law, including rape, sexual assault, lewd and lascivious offenses committed upon or in the presence of persons less than 16 years of age, and statutory rape. Sexual activity, of any kind, is prohibited between any student and any Academy employee. If a student is charged with a sexual offense, the Academy may be required to suspend the student until the matter is resolved, or to dismiss the student if the charge results in conviction.

C. BULLYING, HARASSMENT (INCLUDING SEXUAL HARASSMENT & GENDER-BASED HARASSMENT), DISCRIMINATION, HAZING, AND SEXUAL ASSAULT

GRIND PREP Academy seeks to provide a safe and secure environment where every individual who attends GRIND PREP Academy is treated with respect. The Academy does not tolerate verbal or physical behavior that constitutes bullying (including cyber-bullying), harassment (including sexual harassment and gender-based harassment) or discrimination, hazing, and sexual assault (also collectively referred to as “**interpersonal misconduct**”). The Academy is also committed to promptly addressing any behavior that impedes the learning of any student or interferes with the experience of any other member of the school community.

Bullying (including cyber-bullying), harassment (including sexual harassment and gender-based harassment), discrimination, hazing, and sexual assault by anyone against anyone are prohibited on the Academy’s campus and the property immediately adjacent to school grounds, on school vehicles and at school-sponsored events, activities, athletic contests, and off-campus trips. Academy-owned technology may not be used to intimidate, harass, threaten, or bully anyone, including, but not limited to, students, faculty/staff or guests. In addition, interpersonal misconduct is prohibited at a location, activity, function, or program that is not school-related or using technology or an electronic device that is not owned, leased, or used by the Academy, if such conduct: (a) creates a hostile environment at school for a student, (b) infringes on the rights of a student at the Academy, or (c) substantially disrupts the educational process or the Academy’s orderly operations.

Definitions

Aggressor

Anyone who engages in, or attempts to engage in, bullying (including cyber-bullying), harassment (including sexual harassment and gender-based harassment), discrimination, hazing, or sexual assault, or retaliation towards another person.

Bullying

Bullying is defined as the use of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, by one or more students or members of the faculty/staff directed at a target that: (a) causes physical or emotional harm to the student or damage to the student’s property; (b) places the student in reasonable fear of harm to the student’s self or damage to the student’s property; (c) creates a hostile environment at school for the student; (d) infringes on the rights of the student at school; or (e) materially and substantially disrupts the educational process or the orderly operations of the Academy.

The Academy recognizes that certain students may be more vulnerable to becoming targets of bullying or harassment based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sex, socioeconomic status, homelessness, academic status, gender, physical appearance, pregnant or parenting status, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics.

Cyber-Bullying

Cyber-bullying is bullying using technology or electronic communication, including, but not limited to, 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, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyber-bullying includes but is not limited to: (a) the creation of a web page or blog in which the creator assumes the identity of another person, and (b) the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation constitutes bullying conduct as defined above. Cyber-bullying includes, but is not limited to, the distribution by electronic means of a communication to more than one person, or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions included in the definition of bullying.

Gender-Based Harassment

Gender-based harassment is a type of harassment (defined below). Gender-based harassment includes unwelcome verbal, physical, or electronic conduct of a nonsexual nature based on sex, sex-stereotyping, sexual orientation, or gender.

Harassment or Discrimination

Harassment or discrimination is behavior that is pervasive or severe and has the purpose or effect of: (a) creating an intimidating, hostile, or offensive environment; (b) interfering unreasonably with a student's academic performance; or (c) creating a situation where academic decisions of a student depend on the student submitting to and/or not objecting to the behavior.

Harassment and discrimination can take many forms. Examples include limiting opportunities to participate in certain clubs, teams, or activities based on certain characteristics, as well as slurs, jokes, statements, remarks, questions, gestures, pictures, emails, texts, or cartoons regarding a legally protected status that are derogatory or demeaning to an individual's or group's characteristics or that promote stereotypes. Harassment also includes sexual harassment (as defined below) and gender-based harassment (as defined above).

Hazing

Hazing means subjecting another student to a physical or mental health injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, fraternity or sorority, or other similar group. Prohibited conduct includes, but is not limited to, whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any brutal treatment or forced physical activity which is likely to adversely affect the physical or mental health or safety of the student or any other person, or which subjects the student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Hostile Environment

A hostile environment refers to a situation in which certain misconduct causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive that it alters the conditions of a student's education.

GRIND PREP Academy Staff

GRIND PREP Academy staff members include, but are not limited to, educators, administrators, residential mentors, dining services workers, custodians, drivers, athletic coaches, advisors to extracurricular activities, support staff, and paraprofessionals.

Retaliation

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports misconduct (including, but not limited to, bullying, harassment (including sexual harassment and gender-based harassment), discrimination, hazing, or sexual assault), provides information during an investigation, or witnesses and/or has reliable information about such misconduct.

Sexual Assault

Sexual assault occurs when a person is forced or coerced into sexual activity without giving consent. Sexual activity includes, but is not limited to, touching or fondling, either directly or through the clothing, of another's intimate areas or any contact, intrusion, or penetration of another's sex organs, anus, or mouth.

Sexual Harassment

Sexual harassment is a type of harassment (as defined above). Sexual harassment includes unwilling and unwanted sexual attention from anyone with whom a person may interact while attending the Academy or being present at Academy-sponsored activities, regardless of the genders of the aggressor(s) or target(s) involved.

Examples of behavior that may constitute sexual harassment include (regardless of whether the intent or consequence of such behavior is to make the target feel uncomfortable): (a) offensive body language (staring and/or leering at a person's body or standing/brushing too close); (b) offensive or unwanted sexual comments, abuse, jokes, insults, delivered orally or in writing; (c) derogatory or pornographic posters, cartoons, or drawings; (d) pressure for sexual activity (such as hazing or threats, as well as repeated requests after rejections); (e) offering favors or benefits in exchange for sexual acts, or threatening mistreatment if one does not engage in sexual acts; and (f) offensive or unwelcome physical advances (including kissing, hugging, pinching, grabbing, groping, "playful" slapping, etc.).

Target

Anyone against whom bullying, harassment (including sexual harassment and gender-based harassment), discrimination, hazing, or sexual assault is attempted or has been perpetrated.

LEGAL DEFINITIONS AND ACADEMY POLICIES

In accordance with the Academy's mission, values, and standards of conduct, the Academy has, at times, supplemented and/or provided broader protections against bullying, discrimination, harassment, and other inappropriate conduct than may be required under applicable laws. **In essence, the Academy's standards may be stricter than the law, and the Academy may impose discipline accordingly.** The Academy's efforts to enhance its protection of students in no way expand an individual's rights under the law and other applicable laws may supersede this policy. Further, the Academy may modify and amplify the standards set forth above and use its discretion in the interpretative enforcement of all ideals and standards of conduct.

REPORTING COMPLAINTS

A student who is the target of bullying, harassment, discrimination, gender-based harassment, hazing, sexual assault, or sexual harassment, or who has witnessed such an incident or any incident of retaliation, or who otherwise has relevant information about conduct prohibited by GRIND PREP Academy, is strongly encouraged to report the matter promptly (either orally or in writing) to a coach, the Head of School, Health Services, Academic Affairs, or Student Life staff. If a student is uncomfortable contacting one of these individuals, the student may ask another adult or a classmate to help.

Parents/guardians of a student who is the target of interpersonal misconduct, or of a student who has witnessed or otherwise has relevant information about such misconduct, are urged to immediately notify GRIND PREP Academy Staff.

Students and parents/guardians should be aware that it is far more difficult to determine the facts of what occurred if a complaint is made anonymously, and disciplinary action will generally not be taken against an individual *solely* based on an anonymous report. GRIND PREP Academy has a strong anti-retaliation policy and anyone who makes a report will not be treated differently. Therefore, GRIND PREP Academy hopes that students and parents/guardians feel comfortable reporting interpersonal misconduct or any related retaliation on a non-anonymous basis.

The Academy cannot promise absolute confidentiality to those reporting interpersonal misconduct, as there may be a need to share information during an investigation or otherwise; however, the Academy will disclose such information with discretion, on a need-to-know basis.

FALSE COMPLAINTS

All persons involved in a complaint or investigation should understand that false or exaggerated accusations can be extremely damaging to innocent persons; therefore, the Academy expects and requires the honest and full disclosure of facts by all involved. Any person who knowingly makes a false accusation of bullying, harassment, discrimination, hazing, sexual assault, sexual harassment, or retaliation may be subject to disciplinary action.

RESPONDING TO COMPLAINTS

The goals of an investigation, and any supportive, disciplinary, or other remedial process that is imposed following that investigation, are to correct the situation to the extent reasonably possible and to take steps to prevent repetition of the incident and retaliation.

When a complaint is brought to the attention of GRIND PREP Academy staff, an assessment is made to determine the initial steps appropriate to protect the well-being of the students involved (including both the alleged targets and aggressors) and to prevent disruption of the learning environment while the investigation is undertaken. The Academy may use strategies, such as increased supervision, stay-away mandates, and personal safety plans, as may be appropriate to prevent further misconduct, witness interference, and/or retaliation during and after the investigation.

The GRIND PREP Academy staff will conduct an impartial, fact-finding investigation of the complaint. This investigation may include (but is not necessarily limited to) interviews with the complainant, alleged target(s), alleged aggressor(s) and any other witnesses or parties who have information relevant to the alleged incident. The Academy may consult with faculty, the Academy's healthcare providers, the parents/guardians of the alleged target(s), and/or the alleged aggressor(s), or any other person deemed to have knowledge about, or circumstances surrounding, the complaint.

The Academy neither tolerates nor engages in retaliation against an individual for filing a complaint about interpersonal misconduct or cooperating in an investigation of such a complaint. The Academy will not take adverse action against a student for making a good faith report of interpersonal misconduct. An individual who is found to have engaged in retaliation against a student for filing a complaint, or participating in the investigation of a complaint, may be subject to disciplinary action.

Upon completion of the investigation, GRIND PREP Academy staff will generally make the following determinations:

- Whether and to what extent the allegation of bullying, harassment, discrimination, hazing, sexual assault, or sexual harassment has been substantiated.
- Whether any disciplinary action and/or other remedial action is appropriate and, if so, how it will be implemented.
- Whether counseling, or a referral to appropriate services, should be offered to targets, aggressors, or family members of the affected students or targets.

At the discretion of GRIND PREP Academy, the Discipline Committee may be convened to investigate and determine any appropriate disciplinary action for a student who is found to have committed an incident of bullying,

harassment, discrimination, hazing, sexual assault, sexual harassment, or retaliation. The range of disciplinary actions will balance the need for accountability with the goal of teaching appropriate behavior, and may result in restriction(s), disciplinary notice, mandatory counseling, suspension, separation, dismissal, and/or any disciplinary action deemed appropriate by the Academy.

Information about consequences or other corrective action may be shared with the school community as deemed appropriate by the Head of School. Such announcement may be made in person, by electronic communication, or otherwise. Resources such as counseling or referral to appropriate services are available to all students – including the alleged aggressor(s) and the alleged target(s) – during and after an investigation.

Notification to Parents/Guardians

The Academy will generally notify the parents/guardians of the alleged target(s) and the alleged aggressor(s) promptly, or as soon as allowable by law or as directed by law enforcement or agency investigators. Parents/guardians of the target(s) will generally also be notified of any action to be taken to prevent further acts of bullying, harassment, discrimination, hazing, sexual assault, sexual harassment, or retaliation.

In all situations, the amount of information shared by the Academy may be limited by confidentiality laws protecting student and employee records, other confidentiality, or privacy considerations and/or concerns regarding the integrity of the investigation processes. GRIND PREP Academy may disclose information not restricted by confidentiality or other legal requirements.

Notification to Government Authorities

In appropriate circumstances, such as when a crime may have been committed or a child may have been subjected to abuse, neglect or abandonment of the type that is reportable under Oklahoma law to OKDHS, law enforcement or other appropriate government agencies may be notified. At any point after receiving a report of misconduct, including, but not limited to, bullying, harassment, discrimination, hazing, sexual assault, or sexual harassment, the Academy may notify local law enforcement or other government agencies. If the Academy receives a complaint involving students from another school, the Academy may also be required to notify the appropriate administrator of the other school so that the appropriate agency, the Academy, and/or the other school, may take appropriate action.

D. SANCTUARY POLICY APPLICABLE TO SEXUAL ASSAULT

Student health and safety are more important than discipline. Therefore, a student should not refrain from seeking help for fear of discipline by the Academy. If a student is violating a school rule when the student needs to call for help due to a sexual assault, the student will generally be granted sanctuary from discipline for the rule violation (unless, for instance, the student perpetrated the sexual assault). We reiterate that we strongly encourage students to report promptly to an Academy employee any incident where the health or safety of a student may be at risk.

E. REPORTING CHILD ABUSE, NEGLECT, AND ABANDONMENT

The Academy is committed to the highest standards of care for our students and seeks to ensure that our students are protected from inappropriate or hurtful actions by adults responsible for their care, as well as by anyone else who may mistreat a student. In accordance with Oklahoma law, all Academy employees are required to report known or suspected physical abuse, emotional abuse, sexual abuse, neglect, or abandonment of any student under age 18.

Oklahoma law requires Academy employees having “knowledge” or “reasonable cause to suspect” that a child has been abused, neglected, or abandoned to report such knowledge or suspicion immediately to OKDH. Suspicion or belief may be based on factors including, but not limited to, observations, allegations, facts, or statements by a child, a victim, or a third party. Such suspicion does not require certainty or probable cause.

In accordance with Oklahoma law, once a report is made to OKDHS, OKDHS may administer an investigation:

- The report will be investigated by local law enforcement, local child protection teams, and/or OKDHS investigators.
- The investigators may interview the child on the Academy premises, and are authorized to remove the child from the Academy for medical exams, forensic interviews, or for any other procedure deemed necessary; and
- The investigators may notify parents/guardians or caregivers of the investigation and any steps taken or to be taken, when the investigators deem such notification is appropriate based on the course of the investigation.

Oklahoma law requires all Academy employees to cooperate with the investigators designated by OKDHS, which includes, without limitation, providing all necessary information to investigators, and deferring to investigators regarding any communication to parents/guardians/caregivers or others during the pendency

of the investigation.

CHAPTER 4: ACADEMIC PROGRAM RULES AND POLICIES

A. ACADEMIC INTEGRITY POLICY

GRIND PREP Academy students may receive an academic honesty/dishonesty presentation through their English or ELL class during their first week of school. In addition, teachers review with each of their classes GRIND PREP Academy's academic integrity code.

All instances of Academic Dishonesty must be reported to the Academic Affairs Team and appropriate Dean of Student.

The Academy is dedicated to educating students in various ways about ethical and moral behavior. Though the Academy's philosophy emphasizes collaboration, the Academy also strives to teach students the importance of taking responsibility for their own work, and acknowledging when any work submitted is the result of collaboration. GRIND PREP Academy requires that all students be accountable for the academic integrity of their work. Students who engage in academic dishonesty undermine the educational philosophy at the Academy and are subject to strict disciplinary consequences.

Teachers use turnitin.com to uphold and monitor adherence to the Academy's academic integrity standards. If a student is directed to submit an assignment to turnitin.com and fails to do so the student may receive a zero for that assignment. A student's first submission to turnitin.com is considered their only official submission.

Teachers reserve the right to use their professional judgement to refuse work in situations when work is not consistent with student's prior submissions; even when an online repository clears work as not having been plagiarized.

Academic dishonesty includes, but is not limited to, the following:

- Submitting writing in whole or in part that is taken from another student or any other source that is not the person submitting the writing.
- Taking an essay or any other material from the Internet and using it as one's own without citing the source and using quotations.
- Paraphrasing another author's work without citing the source.
- Using the ideas of another author without citing the source.
- Resubmitting work that was originally written for another teacher's course.
- Sharing any information about the content of assessments, including quizzes, tests, or exams with one's peers is strictly prohibited.
- Cheating or attempting to cheat on any schoolwork, including but not limited to, homework, tests, and quizzes, using unauthorized notes, copying another student's answers, letting someone copy answers, text messaging or use of any other device to send or receive answers, or in any way giving or receiving answers that are not one's own.
- Copying (or sharing) homework, class assignments, projects or any other assigned work from another student or anyone else.
- Tampering with a teacher's grades.

Disciplinary action for academic dishonesty generally follows these guidelines:

First Offense

- Student may fail the assignment and may be given the opportunity to resubmit.
- The teacher will generally notify the parents/guardians and the administration.
- Student may be removed from an Honors or AP course.

Second Offense • Student will generally fail the assignment and may not be given the opportunity to resubmit.

- The teacher will generally arrange a phone conference with parents/guardians and administration.
- Administration will generally notify athletic coach.

Third Offense

- Student will generally fail the assignment and will not be given an opportunity to resubmit.
- Student will generally be on academic probation and may face disciplinary consequences from the Discipline Committee.
- The teacher will generally arrange a phone conference with parents/guardians and administration.
- Students with multiple instances of academic dishonesty may be ineligible for reenrollment the following year.

B. ASSESSMENTS/TESTS/EXAMS

Teachers generally announce tests and other major assessments at least one week in advance. Students who find themselves in a situation where their workload is abnormally high on the same day are encouraged to consult with their Academic Affairs Manager or teacher.

C. ACADEMIC CENTER DISCIPLINE POLICY

The Academy is committed to the principle of fair and equal treatment of students and equal enforcement of all school policies. The school administration will generally communicate with students, and when necessary, with parents/ guardians. Parents/ guardians are expected to know the Academy's requirements and procedures and be willing to meet appropriate school personnel to help resolve problems. Through the cooperative relationship among students, Academy staff, and parents/guardians, the "school experience" for all students can be meaningful, stimulating, and produce lifelong benefits.

CLASSROOM BEHAVIOR

Students will generally receive one warning from their teacher that their behavior is not meeting expectations before they will be asked to leave the classroom.

- If a student is asked to leave the classroom, the student will generally miss the remainder of that class period. Parent/guardian will generally be notified by the classroom teacher.
- If a student is asked to leave class a second time, they will generally miss the remainder of that class period and may be suspended from the next time the class meets. Parent/guardian will generally be notified. Consequences may be implemented.
- If the behavior continues, the student may be referred to the Discipline Committee. Parents/guardians and the sport director will generally be notified.

In cases of egregious behavior, exceptions may be made to the guidelines above.

D. MEDICAL EXCUSE

Unless it is a life-threatening emergency, a student must have a Campus Pass to go to Health Services during the school day. Passes to Health Services can be obtained from the Attendance Coordinator or a member of the Academic Affairs team.

- Students must check in with their teacher before going to get a pass.
- Students may not get a pass to be excused by Health Services from being late to class.
- Students are expected to coordinate any recurring appointments with Health Services (e.g., for administration of daily prescription medication) for times that do not repeatedly interfere with class time.

If a student is absent from school and excused by Health Services, it is the student's responsibility to confirm that the Academy has been made aware and/or they must have an excused pass from Health Services;

the absence will generally remain unexcused otherwise. Any student who visits Health Services during the day and returns to the school building must go to the Attendance Office when they return.

To be excused from school due to illness as a boarding student, a pass from Health Services is required. Oversleeping and/or taking medication are not considered excused absences from classes. Non-boarding students may go to Health Services during school hours; if it is determined they are excused, the appropriate individual will be contacted to arrange transportation and the Academy will be notified they are excused.

E. HOMEWORK

Homework is an essential dimension of any college preparatory program with high expectations for its students. Students may expect a homework assignment in every subject area on the nights before that subject meet. Because some work is project-based, students who do not work consistently and evenly on project preparation may find a great deal of work needing to be accomplished in a relatively short period. In sum, the average student can expect 2-3 hours of homework per night, depending on course load. However, since there can be variation in the amount of time that it takes students to complete their assignments, students who experience more than the recommended amount of homework in any subject area should be sure to consult their teacher or their advisor.

F. PROMOTION STANDARDS

Teachers, along with the Head of School and the Administration, make the decision regarding a student's placement and readiness to move from one level of the Academy to the next. A student must be deemed ready physically, emotionally, socially, psychologically, and academically, in the Academy's sole discretion, to move to the next level.

G. COLLEGE COUNSELING

The College Counseling process begins at the beginning of high school; however, it occurs in earnest at the start of the junior year with individualized counseling sessions and a variety of supportive programs. The resources of the College Counseling Department are available to students and families at all grade levels, and general meetings with the college counselors occur for both students and parents/guardians during all four years of the Academy. The College Counseling Department has an extensive library consisting of college view books, scholarship and financial aid information, summer program information, test registration and preparation materials, and information for student-athletes.

The goal of the College Counseling Department is finding the best college match for each student. The College Counseling Department also hosts admissions officers each year who visit our campus to recruit GRIND PREP Academy students. The College Counseling team work intensively with each student to build an appropriate college list and to complete strong and effective college applications and essays while also writing a letter of recommendation for each student and advocating for them at the colleges to which they apply.

H. GRADUATION

Graduation provides a special opportunity for friends, relatives, and their extended family to celebrate the unique gifts of the graduating students. Graduation is a special, formal occasion.

The Academy reserves the right to withhold permission for student participation in graduation and other capstone events.

The Graduation date is published in the Academy calendar.

CHAPTER 5: SPORT PROGRAM RULES AND POLICIES

A. GRIND PREP ATHLETICS DRESS CODE – NIKE EQUIPMENT POLICY

GRIND PREP Academy is proud of its relationship with Nike as the official outfitter of GRIND PREP Academy. Each student-athlete is provided an allocation of Nike gear, which differs by sport. Nike provides GRIND PREP Academy student-athletes with practice and competition gear specifically produced for GRIND PREP Academy student-athletes.

Each student-athlete is expected to wear the official GRIND PREP Academy Nike gear when participating in an official team activity. An official team activity includes, but is not limited to, competitions, practices, workouts, travel to/from competitions, photo sessions, and GRIND PREP Academy public appearances. Any student-athlete not wearing the allocated Nike gear during an official team activity may not be allowed to participate in sports activities, including competitions.

CLOTHING AND SOFT GOODS

Nike clothing/soft goods must be always worn while participating in an official team activity. This includes when students are participating in sports practices and at game venues. Use of any product by a competitive company is not allowed unless an athlete has entered into a conflicting written agreement to endorse the apparel products of

another company. If a GRIND PREP student-athlete is not in compliance, then the student may not be allowed to participate in practice, training, competition, and other sports-related activities.

B. PROGRAM ATTENDANCE

Please see Chapter 2, Section C regarding expectations for student-athletes' sports program attendance.

C. MAINTAINING ACADEMIC PROGRESS

Maintaining strong academic progress is important to the development of each student-athlete. Student-athletes are expected to attend their classes and complete their academic work on time to the best of their ability.

Student-athletes who are not making sufficient academic progress according to their ability or the 2.5 GPA minimum standard, may be removed from sport activities, including competitions, to receive additional study time, at the discretion of GRIND PREP Academy.

D. SPORTSMANSHIP AND APPROPRIATE SIDELINE BEHAVIOR

All students are expected to be positive representatives of GRIND PREP Academy before, after, and during competitions. Integrity, fairness, and respect—these are the principles of good sportsmanship. With them, the spirit of competition thrives, fueled by honest rivalry, courteous relations, and graceful acceptance of the results. Students and their friends and families are expected to maintain appropriate sideline behavior. Fighting, using profanity or inappropriate speech, or engaging in abusive behavior by the student-athletes, their friends or family members will not be tolerated.

Sportsmanship goals include:

- Developing a sense of dignity under all circumstances.
- Respecting the rules of the game, the officials who administer the rules, and their decisions.
- Respecting opponents as fellow students and acknowledging them for striving to do their best while students seek to do their best at the same time.
- Looking at athletic participation as a potentially beneficial learning experience, whether a win or loss.
- Educating other students and fans to understand the rules of the game, and the value of sportsmanship; and
- Accepting the personal responsibility that comes from your actions in competition.

The Academy also expects parents/guardians to act in a sportsman-like manner. As such, the Academy hopes parents/guardians will:

- Realize that athletics are part of the educational experience, and the benefits of involvement go beyond the final score of a game.
- Encourage students to perform their best, just as we would urge them on with their classwork, knowing that others may turn in better or lesser performances.
- Participate in positive cheers and encourage our student-athletes and discourage any cheer that would redirect that focus.
- Learn, understand, and respect the rules of the game, the officials who administer them and their decisions.
- Respect the task our coaches face as teachers and support them as they strive to develop our youth.
- Respect our opponents as students, and acknowledge them for striving to do their best; and
- Remember that we would all like to be victorious in every situation we face in life, but just like in athletic competition, sometimes we fall short.

Students and parents/guardians are expected to refrain from:

- Use of profanity or displays of anger that draw attention away from the game.
- Booming or heckling an official's decisions, criticizing officials in any way, or displaying temper with an official's call.
- Trash talking or yelling that antagonizes opponents.
- Using verbal abuse or intimidation tactics.
- Disrespectful or derogatory yells, chants, songs, gestures, signs, posters, or banners.

E. APPROPRIATE COMMUNICATION

It is assumed that parents/guardians and coaches will understand their respective roles to best support our student-athletes. Parents/guardians and student-athletes should communicate in a respectful manner with all Sport Program staff. Parents/guardians are required to refrain from discussing a competitive event or tournament with their student-athlete's coach or program representative for 24 hours after the specific event or tournament is fully completed.

To promote effective communication, the following guidelines should be followed:

Parents/guardians may expect to learn from coaches about:

- The coach and program's philosophy.
- Individual and team expectations.
- Location and times of practices and games.
- Team requirements (*i.e.*, practices, equipment, off-season conditioning).
- Procedures regarding injuries during practices/games.
- Discipline that may result in the denial of participation.

Parents/guardians are expected to:

- Express concerns directly to the coach.
- Notify coaches well in advance of any schedule conflicts.
- Support the program.
- Encourage student-athletes to strive for excellence.

Appropriate concerns for parents/guardians to discuss with coaches include, but are not limited to:

- Student-athletes' psychological or physical treatment.
- Ways to help student-athletes develop and improve.
- Questions about the coach's philosophy.
- Concerns regarding student-athletes' behavior during athletics.

Inappropriate concerns for parents/guardians to discuss with coaches include, but are not limited to:

- The amount of playing time for students.
- Team strategies or play calls.
- Other student-athletes.

If a parent/guardian has a concern to discuss with a coach, the parent/guardian should:

- Follow the guidelines for "Expressing Concerns to GRIND PREP Academy Staff" in Chapter 1, Section G of this Handbook.
- Call to set up an appointment with the coach. If the coach cannot be reached, call the person identified in the next tier for the applicable sport program who will help to set up a meeting with the coach.
- Not confront a coach before, after or during a practice or game.

F. INJURIES AND CONCUSSIONS

Each student-athlete should report all injuries suffered, including concussions, to the student's coach and the athletic trainer for their sport.

Student-athletes with concussions are expected to follow the concussion protocols for return to learn and return to play, as outlined below.

Student-athletes who are injured during the season are expected to attend meetings and practices or rehabbing sessions based on the severity of the injury and the requirement of their sport.

CONCUSSIONS

A “**concussion**” is a complex disturbance in brain function, due to direct or indirect trauma to the head, related to neurometabolic dysfunction, rather than structural injury. A concussion can occur with or without a loss of consciousness, and proper management is essential to the safety and long-term future of the injured individual. A “**head injury**” is a direct blow to the head or indirect trauma to the head including a concussion or traumatic brain injury.

Most student-athletes who experience a concussion can recover completely if they do not return to play prematurely. The effects of repeated concussions can be cumulative, and after a concussion, there is a period during which the brain is particularly vulnerable to further injury. If a student-athlete sustains a second concussion during this period, the risk of permanent brain injury increases significantly.

As such, the guidelines outlined below should be followed to ensure that student-athletes are identified, treated, and referred appropriately, receive appropriate follow-up care during the school day, and are recovered prior to returning to full activity. For questions or concerns at any time, please contact the Athletics Office.

CONCUSSION AWARENESS

Concussions and other brain injuries can be serious and potentially life threatening. If managed properly, most student-athletes can enjoy long careers in sports after a concussion. Research indicates that these injuries can also have serious consequences later in life if not managed properly. The Academy has developed procedures to help ensure the safety and well-being of student-athletes.

A concussion occurs when there is a direct or indirect injury to the brain. As a result, transient impairment of mental functions such as memory, balance/equilibrium, and vision may occur. It is important to recognize that many sport-related concussions do not result in loss of consciousness and, therefore, all suspected head injuries should be taken seriously. Coaches, parents/guardians, and fellow teammates can be helpful in identifying those who may potentially have a concussion, because a concussed student may not be aware of their condition or may be trying to hide the injury to stay in the game or practice.

SIGNS AND SYMPTOMS

A student-athlete may report one or more of the following symptoms: headache or “pressure” in head; double or fuzzy vision; dizziness; tinnitus (ringing in the ears); nausea; just doesn't “feel right;” sensitivity to light and/or noise; feeling sluggish, foggy, or groggy; concentration/memory problems; and/or confusion. One or more of the following symptoms may be observed in the student-athlete: loss of consciousness; appears dazed or stunned; moves clumsily; unsure of score, opponent, date, etc.; cannot recall events prior to incident; cannot recall events after incident; answers questions slowly; confused about what to do—assignments, position, etc.; forgets an instruction; shows mood, behavior, or personality changes.

The Academy recommends that a student-athlete receive prompt medical attention for the following dangerous symptoms of a concussion. These include any of the following:

- Loss of consciousness
- Vomiting
- Confusion
- Convulsions or seizures

- One pupil is larger than the other
- Difficulty recognizing people or places
- Extreme drowsiness or cannot be awakened
- Any weakness or numbness
- Headache worsens or does not go away after 24 hours

When a student-athlete shows any signs, symptoms, or behaviors consistent with a concussion, the student-athlete is expected to be removed promptly from practice or competition and evaluated by the athletic trainer and/or the student's healthcare provider. It is recommended the student be evaluated by a healthcare specialist with experience in the evaluation and management of concussion.

- A student-athlete diagnosed with a concussion is expected to be withheld from the competition or practice and not return to activity for the remainder of that day.
- Parents/Guardians should be notified at once.
- The student-athlete should be monitored for signs of deterioration.
- The student-athlete should be evaluated by a concussion specialist or, if at school, by the Academy athletic trainer.
- Return to play will generally follow a medically supervised stepwise process which should be initiated by the concussion specialist in communication with the athletic training staff.

MANAGEMENT PROCEDURES

If a student sustains a sports-related head injury, including a suspected concussion, the athletic trainer must be notified immediately so that a concussion assessment can be administered. If the suspected concussion occurs when no athletic trainer is available, then Health Services must be immediately notified. If a student-athlete sustains a concussion, the athletic trainer, Health Services, or coach will notify parents/guardians and appropriate school staff and follow the protocol established for concussion management.

At away events, when there is no qualified medical professional/licensed athletic trainer available, the coaching staff will generally abide by, "When in doubt, sit them out," as recommended by the Centers for Disease Control.

If any danger signs are exhibited as described above, the Academy will strive to contact a parent/guardian and will accompany the student-athlete to an Emergency Room by Emergency Medical Service.

POST-CONCUSSION RETURN TO PLAY

The student-athlete must meet all the following criteria to progress to activity:

- Symptom-free at rest and with exertion (including mental exertion in school).
- Within normal range of baseline on post-concussion ImpACT testing.
- Have written clearance from the appropriate healthcare provider, Initial Return to Participation, and Return to Competition Affidavit.
- The student-athlete will be progressed back to full activity following a graded Return to Play Protocol that includes:
 - No activity.
 - Light aerobic exercise (stationary bike, swimming, etc. at <70% PMHR (predicted maximum heart rate)).
 - Sport-specific exercise (running, throwing, catching, body weight exercises).
 - Non-contact training drills.
 - Full-contact practice.
 - Return to competition.

CONCUSSION PREVENTION MEASURES

- Make sure that helmets are fitted properly.
- Make sure that student-athletes are wearing properly fitted mouth guards during all practices and games.
- Practice correct hitting, tackling, and soccer heading techniques.

- A student-athlete should not return to athletic activity if the student-athlete has any symptoms at rest and/or with exertion.

SECOND-IMPACT SYNDROME

Second-Impact Syndrome (SIS) results from an acute brain swelling that occurs when a second concussion is sustained before complete recovery from a previous concussion. Student-athletes who have mild symptoms or symptoms that have cleared are still at risk for developing brain swelling after a second impact to the head. It is important to note that virtually all reported second-impact syndrome cases have occurred in adolescent athletes.

G. INJURED ATHLETE PROGRAM

In the event of an injury preventing participation in a sport for an extended period, a student-athlete may be placed in the Injured Athlete Program at the discretion of the athlete's athletic trainer. This program is designed to allow student-athletes to continue to work on their performance (to the extent possible) while going through rehabilitation. Participation in the Injured Athlete Program is determined by the following factors:

- If a doctor has ordered the student-athlete to have no sport activity for a minimum of 30 days;
- If the student-athlete has been scheduled for surgery;
- If the doctor orders a regimen of two weeks of no activity, followed by a gradual return-to-play protocol and rehabilitation (that would total or come close to 30 days or more); and
- Other cases to be determined on a case-by-case basis.

If a student-athlete is being considered for this program, the lead Athletic Trainer assigned to the student's sport may call the student-athlete's parents/guardians to discuss the program. Using the lead Athletic Trainer's recommendation and the parent/guardian's feedback, the Academy will establish a schedule that fits the student-athlete's injury. Student-athletes are responsible for attending all sessions on their schedule and may be disciplined for unexcused absence. The student-athlete stays in the program until cleared by each department: Athletic Training, Physical Therapy, Strength and Conditioning, Mental Conditioning, and their sport program. At that point, the student-athlete will transition out of the Injured Athlete Program and back into their sport.

H. TRAVEL

GRIND PREP Academy provides transportation for all boarding and non-boarding students participating in tournaments or games sponsored by GRIND PREP Academy. All GRIND PREP Academy rules and regulations are applicable while at or traveling for sport or other events, which include, but are not limited to, the following rules:

- Student-athletes should plan to have sufficient spending money available while traveling.
- A curfew will be enforced during any overnight trips.
- The campus-wide travel curfew is set to 11:00pm (unless a competition causes it to be later). However, if there is a competition early the following morning, it is the coach's discretion to make that curfew earlier. Student-athletes are expected to follow the instructions and directions of all coaches and chaperones.
- Student-athletes must have permission from a coach and appropriate documentation to be allowed to dine or leave with parents/guardians, relatives, or friends.
- On trips in which multiple consecutive school days are missed, student-athletes may be required to participate in a two (2)-hour designated study hall per school day missed, which may be monitored by the coaching staff.
- Dress code is expected to be always followed.
- Student-athletes should use seat belts in all vehicles equipped with seat belts.

I. RULES FOR USE OF APD FACILITIES

The Academy has provided exceptional facilities for the use of its student-athletes. To maintain those facilities and to provide for the health and safety of participants, the rules set forth below must be followed for each area.

WEIGHT ROOM RULES

- STUDENTS MAY NOT BE IN THE WEIGHT ROOM FACILITY, BASKETBALL GYM, OR ON THE TURF/GRASS UNSUPERVISED.
- Students should place all personal items in bags and place them in the student locker room or cubbies. GRIND PREP Academy is not responsible for lost or stolen items.
- Students may bring their own locks to secure their belongings in the student locker rooms, but the lock needs to be removed when the student is finished for the day.
- Follow GRIND PREP /Nike dress code guidelines. A clean, dry/Nike t-shirt with sleeves and athletic shorts are mandatory. No sports bra, tank tops, cut off shirts, jewelry or headbands are allowed. If asked to change, please do so quickly.
- Hats, cell phones, iPods (only allowed in cardio area), are not permitted at ANY TIME.
- No gum, food, or tobacco allowed in the weight room.
- No cursing or profanity at any time.
- When lifting, you must have a spotter and always use collars. DO NOT SIT during the workout. Be productive and stay busy while your group is finishing the workout.
- AT THE SESSION'S END, COLLECTIVELY CLEAN UP AS A GROUP. Wipe down barbells, benches, dumbbells, etc. Pick up trash and return folders to their proper area.
- Do not remove any equipment from the weight room or turf/grass areas without permission.

- Parents/guardians are not permitted to work out or loiter in the weight room. Please allow Academy staff to coach students without interruption or distraction.

ATHLETIC TRAINING ROOM RULES

- Athletes should be properly dressed wearing GRIND PREP /Nike apparel.
- Students may only be in the athletic training room if they are receiving treatment or being taped.
- Profanity and other derogatory/abusive language will not be tolerated.
- Students should place all personal items in bags and place them in the student locker room.
- GRIND PREP Academy is not responsible for lost or stolen items.
- No unsupervised use of equipment.
- Athletic training room privileges may be lost if rules are not followed.

CHAPTER 6: STUDENT LIFE

A. THEFT, LOSS, UNAUTHORIZED USE, AND DAMAGE POLICY

GRIND PREP Academy is not able to prevent the theft, loss, unauthorized use, or damage of personal property. Students (together with their parents/guardians) must take responsibility for protecting and caring for any personal property that they decide to bring to campus. GRIND PREP Academy is not liable for the damage, loss, or theft of any personal property. Students and visitors will not hold GRIND PREP Academy accountable for such loss, damage, or unauthorized use.

Considering the foregoing, the Academy recommends that all students adhere to the following guidelines:

- Cash should be deposited in the Student Bank.
- All belongings should be marked or engraved with student's name.
- Valuables should be protected with adequate insurance and be kept in a secure location.
- In the event that any personal property is lost, stolen, damaged, or used without permission, the student and their parents/guardians must make a claim against their appropriate insurance policy and not seek reimbursement or contribution from GRIND PREP Academy. Prior to doing so, students should first check with Campus Safety staff, who will check lost and found.
- Students should label their sporting equipment (tennis rackets, golf bags, bats, gloves, shin guards, etc.), clothing (jackets, hats, etc.), sport bags, backpacks, and other electronic items (iPods, computers, cell phones, etc.) with their name and cell number.
- Students should have a list of their equipment in detail (*i.e.*, the brand, make, model, color, distinguishing features, defects, and serial numbers).

If a student loses an item:

- Re-check the area thoroughly where the item was last seen.
- Inform Campus Safety staff, who will check "lost and found" for the missing item.

- See Campus Safety staff to enter the lost or missing items report. Students will be expected to describe the missing item in detail.
- Check back with the Campus Safety Office daily to see if the item has been located or turned in (please refrain from calling/visiting the desk more than once per day). Students may check for lost items in between classes or after school.
- Notify their parents/ guardians to advise them of the loss or theft and consider whether and when to file an insurance claim.
- If the item is found, please notify the Campus Safety staff.
- GRIND PREP Academy does not provide insurance for students' property and will not cover the cost or replacement of these losses.

If a student finds an item that does not belong to that student, the item should be given to Campus Safety staff, where it will be logged into the lost and found files then stored in a secure location.

All unmarked clothing will be put into the lost and found box. Anything left unclaimed past a two-week period will be donated to charity or used at the staff's discretion.

B. WEATHER SAFETY POLICY

"Weather Safety" alerts are for the safety of the students and to help prevent anyone from being struck by lightning or otherwise injured. Weather Safety may be communicated to students verbally by staff: via sirens; email; and/or signage in the dorms, Campus Center, and the Academic Center.

During Weather Safety alerts:

- Students are to remain in a covered location with GRIND PREP Academy staff until the "All Clear" signal is provided.
- Students may be directed by staff to appropriate transportation if the need arises to travel between buildings (e.g., from the dorms to the Academic Center or from the Academic Center to the Campus Center).
- Non-boarding students may be picked up or dropped off by their parents/guardians outside of the Academic Center and/or Campus Center.
- Boarding students may be picked up or dropped off by their parents/guardians directly from the dorms, if they follow sign-out policies and procedures.
- Students (both boarding and non-boarding) may not walk between the buildings to meet their parents.
- Students who arrive to class after the final radio call for transportation services may be considered tardy or receive an unexcused absence.
- Students are also expected to comply with any Weather Safety Policy applicable to their sport program.

C. GRIND PREP ACADEMY IDENTIFICATION CARD

Each full-time student will receive an GRIND PREP Academy ID when the student checks into GRIND PREP Academy. All students are expected to carry their GRIND PREP Academy ID with them and always display it visibly. ID cards function as the key for students to access certain Academy buildings, the meal card for boarding and non-boarding students, and may be utilized for Student Bank transactions.

If a student loses the ID, students should first check with the Student Life office at their dorm and Campus Safety before requesting a new ID from Campus Desk staff. As stated in Theft, Loss, and Unauthorized Use Policy, students are encouraged to re-check thoroughly the area where the ID was last seen. Students who lose their ID will be charged \$10 for the replacement ID. Charges are not refundable. GRIND PREP Academy students are prohibited from using an ID that belongs to another person. All students must present their student ID to staff when requested. Any student who refuses to comply with a request to see the student ID may be subject to disciplinary action.

D. GRIND PREP ACADEMY VEHICLE REGULATIONS

A vehicle is defined as any motorized method of transportation, including, but not limited to, buses, vans, trams, and golf carts. These guidelines are in the interest of student safety and comply with Oklahoma law and GRIND PREP Academy's policies, rules, and regulations. Violations may be reported to Student Life Management or Campus Safety.

- Stand off the roadway while awaiting the vehicle.
- Do not attempt to get on a vehicle unless it is at a complete stop.
- Only board the vehicle at designated stops.
- Always stay seated while the vehicle is moving. Do not exit the vehicle until it has come to a complete stop.
- Keep all body parts inside the vehicle.
- Wait for the driver's signal before crossing the road and walk at least 10 feet in front of the vehicle.
- Please remain quiet; unnecessary conversation with the driver is dangerous.
- Outside of ordinary conversation, classroom conduct is to be observed.
- No horseplay will be tolerated.
- Absolute silence is required at all railroad crossings.
- Driver is in full charge of the vehicle and students. Students are expected to show respect and obey the driver's instructions.
- Driver has the right to assign students to certain seats, if necessary, to promote order on the vehicle.
- No eating or drinking is allowed on the vehicle.
- Music must be played with headphones and is otherwise prohibited.
- Students must be on time. The vehicle cannot wait for those who are late.

E. STUDENT VEHICLE POLICY AND RULES

BOARDING STUDENTS

Students residing at GRIND PREP Academy who are at least 16 years of age are permitted to have a vehicle on campus, provided they abide by the following:

- Registration with the Academy is required each year and must include a copy of the student's valid license, proof of insurance, and registration.
- Local Sign Out Policy form signed by student and parent(s)/guardian(s) must be on file.
- All cars must be registered and have the proper sticker visibly displayed on the bottom left corner of the front windshield. GRIND PREP Academy may charge students a small fee to replace any lost or misplaced stickers.
- Vehicles should be locked, and valuables not kept in cars. GRIND PREP Academy is not responsible for vandalism, injury, theft, or damage to vehicles or items in parking lots.
- GRIND PREP Academy reserves the right to inquire about, inspect, and search any personal property, vehicles, or other areas - locked or unlocked - at any time, for any reason.
- Students must be responsible and considerate when parking their car. They should not take up two parking spaces.
- Vehicles must be maintained in good repair. Extended parking for inoperable vehicles is not permitted on campus. Students may be required to remove inoperable vehicles from campus.
- Drive safely. Speeding (over 15 mph), careless driving, or failure to follow road signs at Academy is not permitted and will generally result in loss of privileges.
- Special arrangements must be made with Student Life if the student will be temporarily driving another vehicle.
- Car keys must be kept with Student Life staff at the corresponding dorm desk and may be checked out when the student signs out.
- Students may transport other boarding students if both students have the proper parental authorizations on file. All students leaving must have a valid REACH Leave Request.
- Students may not permit other students to drive or use their vehicle.
- Students traveling to or from a home may transport students so long as the proper permissions have been acquired.

Failure to follow these rules could result in loss of vehicle privileges, having the vehicle towed at the student's expense, and other disciplinary action that may include suspension or dismissal from the Academy.

NON-BOARDING STUDENTS

All non-boarding students who are enrolled in a program at GRIND PREP Academy are permitted to park at the Academic Center. In addition to the Boarding Student Vehicle Policy, the following conditions apply to Non- Boarding Students:

- In order to receive a parking sticker, the signed GRIND PREP Academy Non-Boarding Students Vehicle Policy and Rules form and a copy of the student's valid driver's license must be submitted to Transportation.
- Parking at the Academic Center is on a first-come, first-served basis and vehicles may not be left there overnight. There are no reserved spaces for non-boarding students.
- Non-boarding students may transport boarding students who have an approved REACH Leave Request to leave campus, and parent/guardian permission on file to ride as a passenger in an GRIND PREP Academy student vehicle.

Failure to follow these rules may result in loss of vehicle privileges, having the vehicle towed at the student's expense, and disciplinary action that may include suspension or dismissal.

F. BICYCLE AND RECREATION EQUIPMENT POLICY

Students attending any of the sport or academic programs on the GRIND PREP Academy campus are permitted to bring a bicycle for use while enrolled, but must abide by and understand the following:

- Bicycles must be properly secured (locked) when not in use. GRIND PREP Academy is not responsible for vandalism, injury, theft, or damage to bicycle or items on campus.
- All bicycles must be registered with Campus Safety and have the proper sticker visibly displayed on the bicycle. GRIND PREP Academy may charge students a small fee to replace lost or misplaced stickers.
- Registration is required each year and must include the serial number, make, model, and color of the bike along with a valid contact number or email.
 - Failure to properly register a bicycle annually will result in its confiscation and removal from campus.

By the first week of June, students who are not attending summer camps and adults not actively on campus are to remove bikes and locks attached to the bike racks from the campus.

- Registered bicycles must be in always working condition. Those bicycles that are not in working condition for more than a week may be disposed of by the Academy.
- Only one student per bike is permitted, and the rider should be operating it safely. The bicycle should be in good condition and all safety equipment should be installed and used.
- Be responsible and considerate when parking and locking up your bicycle. All bicycles must be placed on designated bike racks. Failure to follow these directions will result in the bicycle being

confiscated by Campus Safety staff and detention may be issued to boarding students. If a lock must be cut during confiscation, GRIND PREP Academy is not responsible for the replacement of the lock.

For safety reasons, in-line roller blades, roller skates, skateboards, and scooters are **not** permitted on GRIND PREP Academy's property.

G. RULES SPECIFIC TO NON-BOARDING STUDENTS

All non-boarding students attending GRIND PREP Academy must be living with an adult family member or with an GRIND PREP Academy approved Local Guardian under the policy set forth in Section 10(G). Failure to comply with this policy may result in the student either being required to board at the Academy at the cost of the student and their family, being suspended until an adult family member provides a suitable residence, or dismissal from enrollment. Students who are suspended will not be allowed to participate in their sport program or any associated tournaments or games during this time and will receive no refund for missed days.

Non-boarding students are not permitted on campus after 9 PM unless they are attending an Academy sanctioned event or visiting with a boarding student resident. Non-boarding students may visit with boarding students in the units or wings of the dorm provided that they abide by the following:

- They must be always accompanied by a resident of that unit or wing.
- They must sign in at the Student Life desk of the dorm upon arrival and sign out at the Student Life desk of the dorm upon departure.
- They must depart campus 15 minutes prior to the resident's In-Room Curfew time listed on both academic and non-academic days.
- They must follow all rules and regulations related to Residential Life Policies (Section I) and Quiet Hours (Section J).

H. BOARDING STUDENTS – PERMISSIONS AND LEAVING CAMPUS

BOARDING STUDENT SIGN-OUT POLICY

All boarding students are required to sign out at the Student Life desk prior to leaving campus, except for:

- GRIND PREP Academy chaperoned off-campus tournaments or competitions.
- GRIND PREP Academy chaperoned off-campus activities.

PERMISSION TO LEAVE CAMPUS

Students must obtain permission from their parents/guardians to leave campus for the following reasons:

- For Local Sign Out. (Written form Leave Request required)
- To leave with a Host Family. (Leave Request required)
- To travel home, or for a school visit, tournament, or game specifically approved by a parent/guardian. (Leave Request required)

At times, a follow-up phone call from Student Life staff may be required.

To obtain permission to leave campus:

1. The student-athlete must submit a Leave Request via their student account.
2. The next step is contingent upon the type of sign out:
 - a. **Parent/Guardian Sign Outs:** Parent/guardian will receive an email automatically requesting approval. If approved by parent/guardian, go to step 3.
 - b. **Host Family Sign Outs:** Parent/guardian will receive an email automatically requesting approval. If approved by parent/guardian, Host Family will automatically receive an email requesting approval. If approved by Host Family, go to step 3.
 - c. **Local Sign Outs:** Go to step 3.

3. The student-athlete (and parent/guardian/Host Family if applicable) must report to the Student Life desk and show their photo ID. Once the student arrives to the Student Life desk, the next step is contingent upon the type of sign out:
 - a. **Parent/Guardian Sign Outs:** If parent/guardian pickup is selected as the mode of transportation, the parent/guardian must show their photo ID to Student Life. Student Life reviews details of sign out request to verify all information is accurate and either approves or denies the request.
 - b. **Host Family Sign Outs:** Host Family shows their photo ID to Student Life. Student Life reviews details of sign out request to verify all information is accurate and that student is not gated/restricted. The Residential Mentor will then approve or deny the request.
 - c. **Local Sign Outs:** Student Life verifies Local Sign Out (and transportation permissions) are on file and that student is not gated/restricted. Residential Mentor will approve or deny the request.
4. By approving the Leave Request, students, parents/guardians, and host families acknowledge and agree to the GRIND PREP Academy Terms and Conditions.
5. If all approvals are in order, student-athlete will complete final step at the Campus Safety gate. The student-athlete and any parent/guardian/host must bring their photo ID. Campus Safety will verify the travel details including date, time, and mode of transportation match their departure at the gate and if confirmed, will record the student's departure.
6. When the student returns to campus, the student must show GRIND PREP Academy ID and Campus Safety will record student's arrival to campus.

HOST FAMILY SIGN-OUT

Host Family Sign-out is a means for GRIND PREP Academy's boarding students to experience family structure and family-oriented activities while away from home on weekday nights or for a weekend. GRIND PREP Academy expects that the time students spend with the Host Family will be for quality, family-oriented activities such as relaxing at the home, a family beach trip, a baseball game, a restaurant, the movies, etc. The Host Family parent/guardian is solely responsible for the welfare of the student from the time the student is signed out by that parent/guardian from GRIND PREP Academy until the student is signed back in.

The Host Family parent/guardian can sign out students during the week until curfew if it doesn't interfere with academics, sport, study hall, or quiet hours. Host Families may also sign students out overnight on weekends and school holidays. The Host Family parent/guardian is not allowed to sign students out during school or sport hours (including study hall).

To be eligible to participate in the Host Family Sign-out, boarding students must:

- Have registered the Host Family.
- Follow the sign-out procedures (outlined below).
- Return to campus prior to curfew and must check in with the appropriate Student Life office.
- Not be gated/restricted.

Prior to leaving GRIND PREP Academy's property, the Host Family parent/guardian and the student requesting to be signed out must receive approval to sign out from the Student Life office.

- Student-athletes must submit all Leave Requests and provide all required Host Family and travel details in the Leave Request. Parents/guardians will automatically receive an e-mail where they may approve or deny the request. If approved, the Host Family will automatically receive an e-mail to approve or deny the request. If approved, Student Life will automatically receive the application to approve or deny the request.
- The Host Family and student(s) to be signed out must all be physically present and show photo ID in order request final approval from Student Life.
- If approved by Student Life, the Host Family and student(s) will proceed to Campus Safety gate for departure from campus. The Host Family and student must present photo ID to Campus Safety, who will verify the student's departure and travel details on the approved Leave Request and record the student's departure from campus. Upon return to campus, the student must show GRIND PREP Academy ID to Campus Safety so that the student's arrival to campus is recorded.

- A parent/guardian in the Host Family must be at least 25 years old, speak English or the language of student being signed out and able to understand the obligations.
- The Host Family is limited to signing out 3 students other than their own child, unless specifically approved by Student Life Management.
- Host Families who do not follow the requirements set forth in this Handbook and in the GRIND PREP Academy Terms and Conditions will be removed from the authorized list of persons allowed to sign out any students in the future.

Note: GRIND PREP Academy does not investigate or screen the backgrounds of these local family members or guardians. It is the responsibility of the approving parent/guardian to undertake any investigation that the parent/guardian deems appropriate. It is recommended that parents/guardians make direct contact with the Host Family in advance and confirm that the activities and arrangements are suitable for their child.

LOCAL SIGN OUT POLICY

Students in grades 11 and above have Local Sign Out privileges, provided the proper consent form is on file with Student Life. This does not apply to trips chaperoned by GRIND PREP Academy.

Local Sign Out Hours By Grade Level

Days	Grade 11	Grade 12	Post Grad
Monday – Thursday	5:30 p.m. – 8:30 p.m.	5:30 p.m. – 8:30 p.m.	7:00 a.m. – 9:30 p.m.
Friday	4:00 p.m. – 9:30 p.m.	4:00 p.m. – 9:30 p.m.	7:00 a.m. – 10:00 p.m.
Saturday	7:00 a.m. – 9:30 p.m.	7:00 a.m. – 9:30 p.m.	7:00 a.m. – 10:00 p.m.
Sunday	7:00 a.m. – 8:30 p.m.	7:00 a.m. – 8:30 p.m.	7:00 a.m. – 9:30 p.m.

- No students will be allowed to sign out of campus outside of these hours, unless chaperoned by GRIND PREP Academy or with written permission of Student Life Management.
- No vehicles are allowed to be used outside of these hours, unless prior approval is given by Student Life Management.
- For academic holidays, hours may be adjusted by Student Life Management.

Local Sign Out Rules for Students

- All students must complete a Leave Request and receive approval at the Student Life desk at Ascender Hall.
- All students must return no later than the return time listed on their approved Leave Request. In addition, students must return no later than the end time listed in the above “Hours” based on the day and student’s grade level.
- Students 18 and over may use their vehicles during the hours indicated, provided the student complies with the Academy’s Vehicle Policy set forth in this Handbook.
- Students are expected to sign out.
- Students must show their IDs to security.
- This privilege may be restricted by Student Life Management.
- Overnight travel is not permitted under Local Sign Out policy. GRIND PREP Academy will not transport any student to, or pick any student up from, off-campus locations, except in disciplinary or emergency situations.
- Students must comply with the Academy’s ridesharing services policy (Chapter 2, Section M).

COLLEGE VISITS

Students signing out for college visits must adhere to the following policies:

- Parents/guardians must approve the College Visit request submitted by the student and send a follow up email to Student Life with verification, including the travel itinerary for the college the student is visiting and the timeframe in which the student will be off campus.
- All modes of transportation must comply with GRIND PREP Academy travel policies.
- Students must follow Academic Program Attendance Policies.

TOURNAMENT AND GAME LEAVE REQUESTS

Students leaving for a scheduled tournament/game with GRIND PREP Academy staff may be signed out by the coach or staff member escorting the group to the tournament/game. Students may not leave for a scheduled tournament/game without an GRIND PREP Academy staff member or Host Family.

I. RESIDENTIAL LIFE POLICIES

DORMITORY LIVING

Dormitory living brings joys and sacrifices. Respect for the needs and preferences of others (both students and adults) is fundamental. Relative quiet is expected because one student's break to play music might coincide with a neighbor's term paper. The guidelines below highlight expectations of boarding students.

Students are expected to take pride in and care for their rooms and the grounds that make up GRIND PREP Academy's campus. GRIND PREP Academy expects all students (both boarding and non-boarding) to respect the facilities and not damage property. All damaged property may be charged to the credit card number on file, the student's personal account, or the damage account for the parties who occupy a room or those involved.

ROOM MOVE POLICY

If a student has a concern about the student's roommate, that concern should be communicated to Student Life staff on a timely basis. Should Student Life staff believe that a room change is appropriate or if a student is requesting to switch rooms at any point during the school year, the residential mentor (Student Life staff member) will submit a room move request form online. In addition, students may be asked to move rooms for consolidation or other purposes throughout the year.

All requests submitted by students must be accompanied by a written approval from the parents/guardians of both parties involved in the move. Once the form is submitted, the Housing Department will process the request and issue a decision of approval or denial. If approved, all parties involved will be given 48 hours to complete the room move. If more time is needed due to extenuating circumstances, the students must contact their residential mentor for alternative plans. Student life staff and the Housing Department may deny any room move requests at their discretion.

DORM REGULATIONS

Students and Student Life staff inspect the assigned dormitory room together upon the student's arrival. An accurate record of the room condition will be agreed upon. Any damage discovered after this inspection will be paid for by the student living in the room, or by the student specifically responsible for causing that damage should this information be known to GRIND PREP Academy's administration. If it is indeterminable who caused the damage and the room occupants do not admit to who is responsible, a charge will be levied on all the occupants of the entire room in equal shares. Room changes at any time require a re-inspection and settlement for any damages prior to any move. Rooms are expected to be clean and free of debris during final check-out. An extra cleaning charge will be levied to each occupant for messy rooms.

- Student Life staff must be consulted and must approve the relocation of dormitory furniture. Bunks may not be placed lengthwise across windows as this is against Fire Department regulations.
- Beds may only be lowered for medical reasons and in upgraded rooms.
- Furniture may only be removed from upgraded rooms.
- Wall decorations, pictures, and posters are restricted to the bedrooms. Pictures and/or posters may not include alcohol or drug references; racial, ethnic, religious, or sexual stereotypes; profanity; or nudity. All wall decorations, pictures, and posters are subject to Student Life staff approval. No fasteners that puncture or cause damage to the paint or walls may be used.

- Students must not tamper with thermostats. Problems with heating and cooling must be promptly reported to Student Life staff.
- Students must not tamper with smoke alarms in their rooms or hang any objects on or from them. Malfunctioning or blinking alarms must be promptly reported to Student Life staff.
- Candles, incense, matches, lighters, lava lamps, or open flames of any kind are not permitted.
- No pets of any kind permitted, including, but not limited to, dogs, cats, fish, snakes, rabbits, etc.
- Personal televisions are allowed.
- No notes, messages, posters, or decorations of any sort may be placed on the outside of the room doors without the permission of the Student Life staff.
- Lights and approved electrical appliances in the dormitory rooms must be turned off when students are out of their rooms.
- String lights are not permitted unless they are LED.

Non-boarding students are not permitted inside boarding student dorm rooms or wings. Non-boarding students may visit with boarding students in the first-floor lobby or at the Campus Center.

As stated in the Theft Policy, it is strongly recommended that students not bring expensive items or items of personal value to GRIND PREP Academy, including, but not limited to awards, jewelry, and other expensive electronic devices without first obtaining adequate insurance for these items. GRIND PREP Academy is not responsible for damage, loss, or theft of any student property.

STUDENTS' ROOMS

Dorm rooms, which are Academy property, may be inspected at any time. The rooms are to be kept clean and neat and will be inspected regularly by staff and from time-to-time by Student Life Management. Students are expected to adhere to the following guidelines:

Room inspections may be made several times a day without notice. Students whose rooms do not pass inspection may be issued detention, suspended from their sport programs, or restricted to their room for the evening.

- All beds must have fitted sheets. Beds should be tidied each morning prior to leaving the room, so that coverings are not hanging off the side of the bed.
- Fold and store all clothes in a closet or dresser.
- Put all toiletry items neatly away in a storage bin or bathroom cabinet.
- Neatly organize all items kept on top of the dresser, bathroom sink, and furniture.
- Organize food and beverages in the refrigerator, locker, cabinet, or on shelves.
- Place dirty clothes in a laundry bag.
- Turn off all lights and approved electronic equipment, including computers and sound systems before leaving the room.
- Turn off and unplug flat irons, curling irons, and hairdryers before leaving the room.
- Close all doors when leaving the room.
- Clean out the refrigerator and other food items at least once a week.
- Take out all garbage daily.
- Report any damages to Student Life staff.
- Secure electronics (computer, iPod, cell phone, etc.) and valuables always.
- Pick up and properly dispose of trash (even if it is another's trash).
- Immediately report any vandalism, abandoned or suspicious looking packages or items, or suspicious persons or behavior to Student Life staff.

ELECTRONIC EQUIPMENT AND AMPLIFIED MUSIC

Depending upon students' grade, they generally may have electronic equipment such as stereos, computers, cell phones, CD players, iPods, DVD players, and video game systems in their room. The rights of others to study, sleep, read, speak on the phone, meditate, or privately listen to other music takes priority. The following standards apply to the operation of electronic equipment:

- Music played may not contain obscene, offensive, or insensitive language of any kind. Music of this nature will be confiscated.
- Equipment with sound must operate with headphones after 7:30 p.m. until 7:00 a.m. (extended through 9:00 a.m. on non-academic days, e.g., Saturday and Sunday).
- Speakers may not be directed toward walls, doors, or out windows.
- Equipment being used outdoors must be at a volume that does not disturb anyone.
- Amplified musical instruments are not to be used in dormitories except by specific permission from Student Life Management.
- TVs are allowed.
- Music must not be able to be heard outside of your dorm during quiet hours.

CO-ED DORM VISITATION PROHIBITED

Students of different genders may not visit or congregate in any part of the dorms occupied by other genders.

J. QUIET HOURS, IN-ROOM CURFEW, AND LIGHTS OUT

In order to create an atmosphere conducive to studying, GRIND PREP Academy has a quiet hours and lights out policy.

Academic Nights (Sunday-Thursday)

Grade	Quiet Hours	In-Room Curfew	Lights Out
Middle School	7:30 p.m. - 7:00 a.m.	9:30 p.m.	10:00 p.m.
Grades 9-12	7:30 p.m. - 7:00 a.m.	10:00 p.m.	10:30 p.m.
PG	7:30 p.m. - 7:00 a.m.	10:00 p.m.	N/A / Expected to be quiet

Non-Academic Nights (Friday and Saturday)

Grade	Quiet Hours	In-Room Curfew	Lights Out
Middle School	7:30 p.m. - 9:00 a.m.	10:00 p.m.	10:30 p.m.
Grades 9-12	7:30 p.m. - 9:00 a.m.	10:30 p.m.	11:00 p.m.
PG	7:30 p.m. - 9:00 a.m.	10:30 p.m.	N/A / Expected to be quiet.

- Academic nights are Sunday through Thursday.
- Students are required to be in their beds at lights out.
- Students may not use their cell phones after lights out.
- In-room times may vary according to activities and/or events.
- Students are expected to be in their rooms by in-room curfew. After room in-room curfew, students may not leave their room until 5:00 a.m. for any reason other than in extenuating circumstances such as:
 - Emergency evacuation.
 - Student needing medical assistance.
 - Student receiving an emergency phone call from home.
 - Early airport or tournament/game departure.
 - As required by sports schedule.
 - Overnight personnel are on duty all night and are available in case of an emergency. If you should need to contact overnight personnel for emergencies.
- The overnight personnel may do periodic bed checks between the hours of 11:00 p.m. through 7:00 a.m.

K. PERMITTED GUESTS FOR ON- OR OFF-CAMPUS ACTIVITIES

No one dismissed from GRIND PREP Academy may participate in any GRIND PREP Academy event on- or off-campus. GRIND PREP Academy may refuse or remove a student-guest who presents a behavioral or safety problem.

L. SCHOOL TRIPS AND SPECIAL OVERNIGHT TRIPS

The Academy offers a variety of field trips during the school year. Parents/guardians are notified of upcoming trips off campus. All Academy trips are required to be alcohol, drug, and tobacco-free. Students participating in Academy trips are required to comply with all applicable Academy rules and all applicable laws.

CHAPTER 7: DISCIPLINE GUIDELINES

A. ENFORCEMENT OF HONOR CODE, POLICIES, AND RULES

These guidelines are based on the Academy's philosophy and principles regarding good character and reflect the Academy's commitment to providing a safe and healthy environment for students. The Academy strives to promote effective and caring communication among faculty, students and parents/guardians that supports students in their personal growth and provides room for a young person to make mistakes and

learn from them. The guidelines in this section apply to all conduct by students, whether on or off campus, if they are enrolled at the Academy.

The Academy wants to work with families in changing behaviors in students that interfere with the learning climate of a classroom or pose problems of safety for students. Occasionally, students need to be reminded about expectations and consequences of behavior. Both expectations and consequences are age and developmentally appropriate.

Students are expected to show respect for each member of the school community. The coaches, faculty and administrators seek to help students learn how to manage their behavior more effectively and deal with difficult situations constructively. If a student is involved in a problem, the student is encouraged to express the student's opinion about the cause of the problem, and to explain the reasons for choosing to respond as the student did. The student is then encouraged to examine the consequences of the student's actions, and to discuss alternative actions the student could have chosen. If a student is unable or unwilling to deal with the problem in an acceptable manner, the Academy may suggest that the student take an opportunity to "pull oneself back together," or take such other actions as the staff may deem to be warranted. If the staff asks the Director of Student Life or if staff determines, in its sole discretion, that parental involvement would be appropriate, then the staff will contact the parents/guardians to discuss the situation. The goal is to help each student understand what type of behavior is expected and to assume responsibility for actions chosen.

Consequences of misconduct (and/or attempted misconduct) applicable to all students are detailed below. Students who choose to remain present when other students are engaging in misconduct may be subject to disciplinary action. The Academy may, in its sole discretion, contact parents/guardians to address both minor and more serious instances of misconduct, at any stage of the discipline process.

Misconduct may result in exclusion from Capstone or other Academy events.

B. DETENTION

A student, who has engaged in inappropriate conduct may be assigned to detention or may receive an alternative consequence designed to rectify the harm done, as determined by the Academy in its sole discretion. There will be two detentions held weekly on Mondays and Thursdays at 9:00 a.m. and 3:00 p.m. Students are responsible for contacting their parents/ guardians to arrange for the student's pick-up after detention or other punishment is served, if applicable.

- If a student-athlete incurs 3 detentions within one quarter, they will be placed on a 2- day sport suspension. For each detention they incur beyond that they are issued a 2-day sport suspension violation. If they incur 6 violations within one semester, they will be required to attend a Discipline Committee meeting.
- All detentions will reset after each semester.

Violations reported Thursday-Sunday will result in Monday detention. Violations reported Monday-Wednesday will result in Thursday detention.

Students must attend their assigned detention. If not, additional detentions will be added.

DETENTION RULES

- Students may not work on schoolwork.
- No laptops, cell phones, video games, headphones, iPods, MP3 players or electronics of any kind are permitted.
- No eating or food permitted.
- No talking, whispering, or causing any form of disruption.
- No sleeping.
- No magazines.
- Visitors are not permitted in detention; only students on the attendance sheet may be in detention room.
- Students are expected to always treat detention staff with respect.
- Students are expected to be at detention on time. If a student must be absent, the student is expected to let Academy staff know by curfew the night prior to scheduled detention. If students are late to detention, they are expected to present a note from Academy staff.

C. DISCIPLINE COMMITTEE

Meetings – GRIND PREP Academy may conduct a Discipline Committee Meeting if the investigation reveals information supporting any violation of codes, rules, policies or attendance standards.

Students and/or parents/guardians will be notified of the time and day of student's Meeting with the Discipline Committee. Students participating in a Discipline Committee Meeting in any capacity may have an advocate from the GRIND PREP Academy community. This advocate can be a coach, residential mentor, or teacher. The advocate cannot be a family member (parent/guardian), Host Family member, Local Guardian (as defined in Chapter 10), an attorney, a current Discipline Committee panel member, or a witness or participant in the matter at issue. If a student cannot find an advocate on their own, and either the student or their parent/guardian requests that an advocate be present, the Discipline Committee chair may designate a member of the Academy community to act as the student's advocate and to attend the Meeting with the student.

The complaining or responding student may submit any information in writing to the Discipline Committee in advance of the Meeting.

Waiver of A Meeting – For certain violations designated by GRIND PREP Academy, a student may elect to waive a Discipline Committee Meeting if the student admits or does not contest the facts of a rule's violation. In the case of a waiver, the student will be informed of the consequences in writing.

Decision – The Discipline Committee may conduct a Meeting, decide whether the student was involved in an infraction and determine the consequences. The consequences may take into consideration, among other things, the nature of the offense; a student's past citizenship; previous infractions and consequences; input from coaches, staff, or others; and the overall welfare of the entire student body. The decision may include suspension, sport suspension, probation, dismissal, or other consequences as deemed appropriate by the Discipline Committee. If the Discipline Committee reaches a conclusion of dismissal, it is given to the Head of School or the Head's designee to make a final decision.

In general, the student will be given a letter, stating the outcome of the Meeting. Parents/guardians will be informed of the decision either verbally or in writing and will receive a copy of the letter. Students may not appeal the decision of the Discipline Committee or the Head of School, as applicable.

Nothing contained in this Section shall be deemed to limit the authority granted to the Head of School in Section (I) of Chapter 7 of this Handbook to dismiss students in his/her sole discretion if determined to be in the best interests of the Academy, its faculty and/or its students.

D. INVESTIGATION

GRIND PREP Academy may conduct whatever investigation it deems necessary to investigate alleged rules violations. GRIND PREP will identify the scope to conduct the investigation depending on the nature of the alleged violation. Students must cooperate fully with the investigation process, which may include, but is not limited to, answering questions posed by the investigators, providing passcodes to electronic devices,

providing

written statements and participating in drug tests. While the investigation is undertaken, GRIND PREP Academy staff may implement measures appropriate to protect the well-being of the students involved (including both the alleged targets and aggressors) and to prevent disruption of the learning environment. Failure to cooperate with the investigation and/or with any interim measures may generally be itself a major disciplinary offense.

E. COMMUNITY SERVICE

Community service hours may be assigned in conjunction with other disciplinary consequences.

- The Discipline Committee, Director of Student Life or their designee will determine the number of hours to complete, and time allowed.
- Students directed to complete community service hours must meet with GRIND PREP Academy staff to arrange placement.
- Community service may be on or off campus and may be done in place of the student's sport program or at other hours, including nights and weekends, as determined by the Discipline Committee.
- Transportation to locations off campus may be provided to boarding students only. Non-boarding students must make their own travel arrangements for community service.
- Students who give poor effort in their assigned community service may receive further consequences.
- Community service hours must be signed and verified by GRIND PREP Academy staff.

F. PROBATION

Probation for disciplinary reasons means that a student has been found to commit a major violation of the Academy rules (lying, cheating, disruption of the educational process, etc.) and/or be in violation of the Honor Code. Probation is assigned for a specific duration and may include a loss of some or all privileges. Once on probation, the student must demonstrate respectful and responsible behavior to continue being a member of GRIND PREP Academy's community. Any student placed on substance, drug or alcohol probation may be subject to periodic testing at the student's expense. The student may also be required to participate in a mandatory Alcohol and Drug counseling program at the student's expense. Any further rule violation during the probationary period may result in dismissal from GRIND PREP Academy.

G. SUSPENSION

Students who have engaged in a serious act of misconduct may be suspended from the Academy and prohibited from attending all Academy-related activities. The Discipline Committee, the Head of School, Director of Student Life or their designee will generally recommend the type of suspension (e.g., Home, On-campus, or non-boarding) and the duration. The following is applicable to all suspended students:

- Suspension from GRIND PREP Academy may include academic and/or sport program suspensions.
- The student's parents/guardians will generally be officially notified by telephone, e-mail, or U.S. Mail of the details of the student's suspension.
- Students who are suspended from the sports program may not participate in practices, competitions, or any other sport-related programs, tournaments, games or social event, as set out in the terms of their suspension.
- In the event of suspension from the academic program, parents/guardians are responsible for arranging the continuation of a student's academic needs. If the student is suspended only from the sports program, the student may be permitted on campus but will be restricted to the GRIND PREP Academy Academic Center building.
- Non-boarding students who are on-campus at the time of suspension are expected to *immediately* depart GRIND PREP Academy upon notification of suspension. If the student does not have a car, then the student's parents/guardians must make the necessary arrangements to promptly meet their child and coordinate their transportation.
- Students may be placed on probation for a period, as determined by the Academy, in its sole discretion.
- Community service hours may also be assigned at the discretion of the Academy.

Boarding Student Home Suspension:

A boarding student who is placed on “**Home Suspension**” is expected to vacate the student’ dormitory room for the entire suspension period. The parents/guardians must make the necessary arrangements to meet their child and coordinate their travel arrangements. Students are expected to depart GRIND PREP Academy within 24 hours of notification for domestic students and 48 hours for international students. Exceptions may be made for students who are waiting for their visa, plane ticket, or passport, or delays caused by government regulations, at the discretion of the Academy. Boarding students who cannot depart immediately may be restricted to certain parts of the campus until departure arrangements have been made.

H. DISMISSAL

Dismissal is reserved for those students who have engaged in a serious act of misconduct, for cases in which other disciplinary options have been previously used, or when dismissal is determined to be in the best interest of the Academy, in each case as determined in the sole discretion of the Head of School or his/her designee. Such serious acts of misconduct may include, but are not limited to, the following:

- Possession or use of alcohol, tobacco, or illegal drugs;
- Improper sexual conduct;
- Sexual or other harassment;
- Threat or use of physical violence;
- Possession or use of matches, lighters, fireworks, explosives, weapons or other dangerous materials;
- Reprehensible conduct tending to reflect serious discredit to the Academy;
- Willful destruction of property;
- Stealing;
- Dishonesty;
- Bullying or malicious gossip;
- Violation of GRIND PREP Academy’s policies and protocols related to COVID-19 or other communicable diseases, including, without limitation, requirements regarding self-isolation protocols;
- Repeated acts of unkindness or misconduct; and
- Repeated classroom behavior that impedes other students’ learning.

Students who receive a suspension from the Academy for any period are considered unexcused for the days they miss. However, they may be allowed to make up some portion of the work missed, at the discretion of teachers and school administration. It is the student’s responsibility to discuss the circumstances with the student’s teachers. The Academy recommends that any student serving an at-home suspension be given a particular task, possibly community service-related, to be performed while out of school.

Students who are dismissed from the Academy will be prohibited from being on school grounds and will not receive academic credit for the time after which they are expelled. The following steps may occur for a dismissed student:

- Any student who is dismissed may not continue to participate in the sport program or any other social or Academy-related programs.
- The student’s parents/guardians will generally be officially notified by telephone, e-mail, or U.S. Mail of the details of the student’s dismissal.
- Students are expected to immediately depart from GRIND PREP Academy. The student’s parents/guardians must make the necessary arrangements to coordinate travel.
- The credit card on file or housing deposit may be used to ship items home.
- Dismissed students are not permitted to come on campus following the effective date of dismissal.

I. VOLUNTARY WITHDRAWAL

With parent/guardian permission, a student may withdraw from GRIND PREP Academy at any time. All tuition fees for the entire year are due regardless of the date of withdrawal and, in accordance with applicable law, must be paid before the student’s records/transcripts will be released.

J. BEHAVIORAL EXPECTATIONS WHILE AWAY FROM SCHOOL

Students should be aware that they always represent the school community, both on and away from campus. While it is not the Academy's intention to monitor students in all their off-campus activities, the Academy may take disciplinary action, including suspension or expulsion, in response to inappropriate conduct occurring outside of campus.

K. REPORTING TO NEXT SCHOOL AND COLLEGE

If a student applying to secondary school, college, university, or who has recently been accepted to attend a different school, is suspended or dismissed, or experiences any significant change in status at the Academy after the student's applications have been submitted or accepted, or after the student has graduated, it is the obligation of the student and the student's parents/guardians to contact all such secondary or other schools to inform them of the incident. The Academy may, in its sole discretion, also communicate with each secondary or other school, college, university, or the NCAA regarding the situation.

CHAPTER 8: STUDENT HEALTH SERVICES

A. HEALTH SERVICES AND ILLNESS

Health Services has developed protocols that help to limit the spread of infectious diseases from an infected student to other members of the GRIND PREP community. These conditions include COVID-19, measles, meningitis, influenza, strep throat, pink-eye, head lice, and skin infections (including but not limited to MRSA, ringworm, scabies, impetigo and shingles). If a student has seen a provider outside of GRIND PREP Academy who has diagnosed the student with any of the above listed conditions the student should report to Health Services. In addition, students should report to Health Services for an evaluation if:

- The student has a fever.
 - The student exhibits symptoms of COVID-19 • The student has a sore throat with or without a fever.
 - The student develops redness in one or both eyes.
 - The student has unexplained itching of the scalp or suspect that the student has head lice.
 - The student develops a rash, bumps, or an abscess on the skin.
- Important policies for all students:
- If students miss any academic classes due to illness or injury, they will generally not be allowed to participate in their sport program that day or next depending on sport delivery. Boarding students will generally be restricted to their dormitory for that evening.
 - Injured students must report to their sport program unless they have a pass from Health Services or Athletic Training.
 - If a student misses a medical appointment or physical therapy without an adequate reason, the regular office visit fee may be charged (and deducted from the student's medical deposit account).

Important policies for boarding students:

- To ensure that boarding students can be transported at the appropriate time, certain medical appointment times must be made through Health Services.
- Health Services may determine whether a boarding student may be excused from attending school, sport program, and/or study hall due to illness or injury. To be excused from school, sport or study hall all boarding school students must first report to Health Services prior to missing the activity. Parents/guardians are not permitted to excuse boarding students from school without the consent of Health Services. Boarding students excused from study hall by Health Services because of illness or injury may be discharged to the dormitory and may be restricted to their dormitory for the remainder of that evening.

B. HEALTH CARE SERVICES

- **Health care services provided to students include the following:**

Health Care Services Provided	Boarding	Non-Boarding
Emergency Care	X	X
Basic First Aid during school or program hours	X	X Note: students dismissed for illness must be picked up by a parent/authorized adult within an hour of notification.
Follow-up/monitoring as needed	X	
Coordination of doctor appointments except for certain routine visits	X	
Administration of prescription medications	X	Emergency medication (e.g., EpiPen) and any medication that must be administered during school and program hours.
Administration of over-the-counter medications	X	Parent/guardian approval at time of need or with Health Services consent.

- **Boarding students requiring off-campus health care services:**

Some medical conditions of boarding students may require off-campus testing and evaluation. For boarding students, these services will be coordinated through Health Services and the student will be transported and accompanied by a member of the Health Services team. If the student needs to see an off-campus physician for other than routine care, please contact the LPN Care Coordinator at least one week before the appointment to schedule and arrange for transportation. Any time off-campus care is necessary, a member of the Health Services team may contact the parents/guardians of the student for approval of the recommended service or appointment. If a student requires emergency care or urgent care services before the next available clinic appointment, these services may also be coordinated through Health Services.

When a boarding student requires routine off-campus follow-up for an ongoing condition with recurring off-campus appointments, such as appointments for dental, orthodontic, dermatology, vision, podiatrist or, chiropractic needs, or off-campus mental health appointments, the parent/guardian of the student must schedule such appointments and arrange for necessary transportation with the GRIND PREP Transportation Department. There is a fee for round trip transportation. A minimum of 48 hours' notice is required and a failure to cancel with less than 24 hours or a no-show will result in the fee being charged.

- **Illness or injury requiring Health Services observation:**

On occasion, observation in Health Services will be necessary for boarding students with acute illness or injury. This service is available 24/7 for limited situations. Parents/guardians will typically be notified by a member of the Health Services team if their child requires observation in Health Services. If after 24 hours of observation, a student is still not able to reside within campus housing independently, parents/guardians will be notified, and the students may be required to go home, or a parent/guardian may be required to provide care for the student off campus.

- **Medical observation for surgical procedures:**

For the safety of students, a parent/guardian is required to provide care off campus for any students who have a surgical procedure with anesthesia or sedation. Parents/guardians must take the student off campus the evening prior to the procedure. The student should remain in the care of the parent/guardian for a minimum of 24 hours after the procedure. To return to campus, the student must be able to complete activities of daily living with minimal assistance. This includes ambulating from dorm room to the tram for transportation to school, meals, and other scheduled activities, showering or bathing, and other personal hygiene. Pain must be controlled without use of scheduled narcotic pain medication. A student should not return to campus if they are requiring narcotic pain control throughout the day.

Parent/guardian and student must check-in with Health Services for clearance to return to campus. All medications must be checked into Health Services upon return to campus, along with surgical discharge instructions and follow-up needs. Health Services does not provide long-term convalescent care.

C. ALLERGIES

GRIND PREP Academy has developed the following guidelines for those students who suffer from food or other severe allergies.

REMEMBER: Parents/Guardians should ensure that the student and Health Services are both aware of a treatment plan in the event of an allergy occurrence. Parents/guardians are expected to:

- **Consult** with student's private health care practitioner regarding appropriate management of student's allergies.
- **Notify** Health Services of the student's allergies and the prescribed treatments before arriving to campus.
- **Ensure** that the student is prepared to react when allergy symptoms are first evident. Students should carry their EpiPen or other treatments with them and have a second EpiPen in Health Services.
- **Instruct** students to always report to Health Services for any possible allergic reaction or possible exposure. The Health Services team is available on campus 24 hours a day, 7 days a week.
- **Remind** students that there is always the possibility of allergy exposures. Always be ready.

Students with severe food allergies or those who require special food arrangements must contact the Food & Beverage Department sufficiently in advance of the student's arrival.

GRIND PREP Academy does not knowingly incorporate peanuts or tree nuts into foods served. However, GRIND PREP Academy cannot prevent all cross-contamination during the food manufacturing, transport, and service process. **Further, we cannot guarantee that the other food outlets in the Campus Center will be peanut oil free.** In addition, GRIND PREP Academy has no control over foods brought on Campus by caterers, food trucks, Chick-fil-a, other students, visitors and guests.

D. CHRONIC ILLNESS MANAGEMENT

Parents/guardians of students with chronic illness should contact the Health Services prior to the start of school to develop a care plan for the student.

E. MEDICATIONS

Parents/guardians and students are required to provide Health Services with a current list of all medications, prescribed or over the counter, which the student currently takes. It is the sole responsibility of the parent/guardian to notify Health Services to update the student's medication administration plan with respect to any medication(s), dosing revisions, and health status changes. Students who do not take medication as prescribed by their doctor or who fail to follow their doctor's orders may be considered unfit to participate in their sport program and/or unfit to live in a structured independent boarding environment.

Parents/guardians of non-boarding students are expected to attend to students' medication needs outside of school whenever possible; however, if a non-boarding student must take a daily prescription medication during school hours, parents/guardians are expected to provide the medication in original prescription bottles with the instructions in English to Health Services for administration.

For health and safety reasons, it is our policy that Health Services administer prescription medication to boarding students. Medications will be dispensed by Health Services staff or by Academy personnel who have been designated in accordance with the Academy's policy regarding delegation of prescription medication administration. Students are required to report to Health Services to receive their prescription medication in accordance with their treatment plan. Missing a required dosage may result in disciplinary action and/or removal from participation in their sport program or be considered unfit to live in a structured independent boarding environment.

In certain situations, some medications and nutritional supplements (found on the permissible supplement list) can be self-administered and, for boarding students, kept in their dorm room. The following medications fall into this category: emergency allergy control medication (EpiPens), topical creams, cleansers, eye drops, inhalers, nasal sprays, oral contraceptives, insulin, ibuprofen, non-sedating and non-decongestant antihistamines including Zyrtec (Cetirizine), Claritin (Loratadine), and Allegra (fexofenadine), and throat lozenges/cough drops and other over the counter medications approved by Health Services. Health Services, in collaboration with the parent/guardian and student's physician, will establish an individualized medication administration plan for any student requesting medication self-administration privileges. The self-administration of medication(s) shall include self-administration while on Academy property or during Academy-sponsored trips. Students must bring medications to Health Services. All permissible medications will be verified by Health Services and a permissible sticker will be placed on the bottle prior to the student being permitted to keep medication in the student's dorm room. Medications not stickered may be discarded. Misuse of the right to self-administer medication(s) will result in immediate revocation of said privilege(s). The Academy will not assume any responsibility for students not in compliance with this medication self-administration policy.

The following OTC medications are generally available in Health Services on an as-needed basis and after a nursing assessment: Ibuprofen (Advil), Acetaminophen (Tylenol), Imodium, Pepto-Bismol, Tums, Simethicone, Diphenhydramine (Benadryl), Decongestant, Cepacol sore throat lozenges, cough drops, and Zyrtec (Cetirizine).

All prescription and over-the-counter medications for boarding students should be provided to Health Services in original bottles, with original labeling (in English), at time of check-in or when prescribed. All medications will be administered per the label instructions. If instructions have been modified, Health Services will require a note from the prescriber to administer the medication differently than the label instructions. If the boarding student is taking any injectable medications, these must be approved by Health Services prior to arrival and the student must be able to self-administer under observation of Health Services. Medications should be picked up at the end of the school year. Any medications left more than ten days after school closure or withdrawal will be destroyed.

F. SUPPLEMENTS

GRIND PREP Academy supports the use of food as the best choice for optimal sports nutrition performance. We recognize, however, that some sport supplements may be beneficial for overall health and/or performance. No supplement is a substitute for optimal nutrition, physical, and mental conditioning.

For the purposes of this policy, "*supplement*" means any product (pill, tablet, soft chew, powder, liquid, beverage, etc.) designed to augment the diet and includes one or more of the following ingredients: vitamins, minerals, herbs, botanicals, amino acids, ergogenic aids, calorie boosters, prebiotics, probiotics, concentrate, metabolite, constituent, extract, or combination of these ingredients. These products can be identified by a "Supplement Facts" panel. This contrasts with a "Nutrition Facts" panel, which is displayed on "food products."

Students at GRIND PREP Academy are permitted to use supplements on the GRIND PREP Academy Permissible Supplement List with approval from parents/ guardians. The Permissible Supplement List is available on the Current Students & Parents page on GRIND PREP Academy.com. Parents/guardians must also provide signed consent to permit the student to have a Permissible Supplement on campus and in their possession. The Permissible Supplement List identifies those supplements that are allowed to be kept in the student's possession (*i.e.*, in the dorm or team locker room).

Supplements on the Permissible Supplement List and authorized by parents/guardians must be stickered to be kept in the student's possession. During check-in weekend, students may bring their supplements to the Nutrition table to be stickered. After check-in weekend, students are responsible for bringing their Permissible Supplements to Health Services upon purchase to be stickered. This is required *every* time the product is purchased. Supplements without a sticker that are found in the student's dorm room or possession will be discarded.

Any supplement NOT on the Permissible Supplement List requires a physician's prescription and compliance with the Academy's medication administration policy. Accordingly, all supplements that require

a physician's prescription will be kept in Health Services and distributed to the student by Health Services. These prescriptions should come from the student's primary care physician. The prescription must be written in English with an original, cursive signature and signature date. The prescription must include the following: type of supplement, brand, and dose. All prescriptions must be renewed annually unless the prescription expires sooner.

Students are fully responsible for the supplements they consume, any side effects that may occur, and any consequences that may arise from their use of supplements, including, without limitation, loss of eligibility, or sanctions from any organization. Students should note that some supplements may be contaminated, which may result in a positive drug test. Supplements on the GRIND PREP Academy Permissible Supplement List have been tested for banned substances from a third-party testing organization, such as NSF International, Banned Substance Control Group, and/or Informed-Choice. However, even with third party testing, there is no guarantee that a supplement does not contain substances that could trigger a positive drug test.

G. INFECTIOUS DISEASE AND COMMUNICABLE ILLNESS

IMMUNIZATION

In accordance with Oklahoma law, the Academy requires all students to provide proof of up-to-date immunizations or a certificate of exemption before attending school. Proof of immunization should be recorded on a certificate of immunization form and signed by a medical professional. A student with a qualified religious and/or medical exemption must provide the Academy with a written objection based on a conflict with religious tenets or practices pursuant to state law.

Students who are exempt from the state's immunization requirements for religious or medical reasons and who have provided the written objection may be prohibited from attending school and participating in school activities in the event of an outbreak of a vaccine-preventable disease. Students excluded from the Academy for this reason will not be permitted to return until (1) the danger of the outbreak has passed; (2) the student becomes ill with the disease and completely recovers; or (3) the student is immunized. In determining whether there is an outbreak of a vaccine-preventable disease, the Academy may consult with appropriate medical professionals and/or the Oklahoma Department of Health.

COMMUNICABLE ILLNESS

The Academy may, in its sole discretion, exclude from school or require a student to self-isolate/quarantine on or off campus any student who has a communicable illness, has been exposed to an infected person or a possibly infected person, who is awaiting test results for a communicable disease, or who has travelled to certain areas where exposure is possible, if the Academy determines, in its sole discretion, that such exclusion is appropriate for the welfare of that student and/or the welfare of other students or employees at the Academy. The Academy may also require students take other actions it deems necessary, in its sole discretion, to protect the overall health and safety of the Academy community, including, without limitation, required health screenings, temperature checks, testing, modified program delivery, and suspension of all or certain program delivery. In connection with the foregoing, the Academy may consult with appropriate medical professionals and/or the Oklahoma Department of Health. A student's failure to abide by the Academy's requirements in connection with a communicable disease shall be deemed a major disciplinary offense.

H. MEDICAL LEAVE

A medical leave from the Academy may be appropriate in case of serious illness, bodily injury, or mental health condition, as determined in accordance with this policy. Decisions about granting or requiring a medical leave, or reinstating a student who has been on leave, rest with the Head of School, Health Services and Student Life; they will be guided by the principal goal of a medical leave: to give the student the opportunity to regain health and thereby function consistently, productively, and safely. In the absence of a treatment plan that, in the Academy's opinion, meets these needs, the Academy may decline to grant a medical leave request, and instead require the student to withdraw.

A student's family may request medical leave. The Academy requires that any request for medical leave be accompanied by sufficient supporting documentation (as determined by the Academy in its sole discretion) to allow the Academy to evaluate the leave request, including, but not limited to, at least the following information: (a) a recommendation from the student's treating medical professionals that the student would benefit from taking a medical leave; (b) a description of how the student's medical condition limits the student's ability to participate in required academic or extracurricular activities; (c) the plan for treatment of the student's medical condition; and (d) an anticipated date for the student's return.

Additionally, if in the Academy's judgment, a student is exhibiting symptoms or behavior that make the student unable to participate appropriately in Academic or sport activities without imposing an undue burden on the Academy's resources, the Academy may recommend that the student be evaluated and subsequently placed on a medical leave. The Academy may initiate a discussion of a leave of absence in

circumstances including, but not limited to:

- When mental health or physical symptoms interfere with health and safety;
- When a physical or mental health condition interferes with a student's attendance Academic or Sport Program;
- When a student behaves in ways that may be self-destructive or dangerous to others;
- When a student is not engaged in treatment that the Academy has made a condition of attendance, after the student has been evaluated by medical and/or mental health professionals, who have deemed such treatment appropriate; or
- When a student exhibits symptoms or behavior that is of concern to the Academy.

This initial discussion may include, in the Academy's sole discretion, the student's advisor, Health Services, School and Sport Program Administrators, the parents/guardians, or the student, as deemed appropriate. The purpose of this initial discussion is to establish the steps that the family is taking to ensure that the student is well enough to participate fully in life at school; and the further steps that the Academy may require if the situation does not improve.

The Academy may require the family (parents/guardians and student) to enter into a Medical Leave Agreement detailing the parameters of any leave. The Medical Leave Agreement may include conditions and requirements for the student's return to school. While a student on leave is excused from attending class, the student must plan to make up missed work either while on leave (if possible) or upon return. While the Academy will strive to minimize academic disruption, the Academy may require that a student drop a course or courses if a prolonged absence will make it difficult for the student to complete satisfactorily the requirements of the course. To return to school from a medical leave, a student must provide a thorough, written professional evaluation of the student's current mental health and/or medical condition from the physician, psychiatrist, or other professional who treated the student during the medical leave. The Academy may require additional evaluation by a physician or mental health consultant of its choosing. The guiding principle of re-admission from a medical leave is the Academy's confidence that the student can return safely; and that the student's return will not compromise the student's continued recovery, interfere with the Academy's ability to serve other students' needs, or place an undue burden on the Academy. The decision regarding any student's return to the Academy from a medical leave remains in the sole discretion of the Academy. As a corollary to this principle, a student whom the Academy determines can safely participate in the regular school day may nevertheless be restricted from participation in overnight field trips or other residential-style school activities.

I. EMERGENCIES

Health Services and Athletic Trainers will attempt to contact parents/guardians or designated emergency contacts regarding illness or injury, minor or serious. In the event of a serious emergency, an ambulance will be called, the student will be taken to the emergency room, and at least one parent/guardian or emergency contact will be notified immediately.

Parents/guardians are expected to keep Emergency Contact Forms up to date. Please remember, it is most important that the Academy have current home, work and cell phone numbers for parents/guardians, or others (relatives, friends, or neighbors) who routinely assume temporary care of the student if the student's parent(s)/guardian(s) cannot be reached.

CHAPTER 9: STUDENT SUPPORT SERVICES

A. TUTORING

Learning difficulties may be encountered in the classroom that cause concern for the student, teacher, and/or parent/guardian. The teacher is often the first line of remediation and diagnosis, so it is frequently the teacher who offers suggestions to parents/guardians about home assistance or additional help. The teacher knows the student's history from the student's file and has the kind of daily learning encounters that can best identify problems and suggest skill-building extra help. If problems persist, more diagnostic testing might be recommended. If extra content or skill work is advisable after these steps, the Academy, in conversation with parents/guardians and teachers, might recommend tutoring.

One-on-one tutoring is available at the Academy with private tutors at an additional fee.

B. ACCOMMODATIONS

The Academy does not discriminate against qualified applicants or students based on disabilities that may be reasonably accommodated. The Academy will discuss with families of applicants with known disabilities whether the Academy will be able to offer their children the appropriate accommodations to help them be successful at the Academy.

For students who need additional support or curricular adjustments, the Academy requires documentation indicating that the student's disability substantially limits a major life activity. Students who present the Academy with appropriate documentation of disability will be granted those requested academic accommodations that are supported by the documentation and considered reasonable in this educational setting. Any accommodations would be made through an interactive process between the student and the Director of Admission or the Director's designee. No waivers of academic graduation requirements will be granted to students.

Even after supportive services and accommodations have been put in place, a student may still not be able to fulfill the student's academic, athletic, and other requirements satisfactorily. In such instances, the Academy, or other support personnel may notify the student's parents/guardians that the accommodations put into place may not suffice for the student's success at the Academy. At that time, the Director of Admission or the Director's designee, the student, and the student's parents/guardians will discuss whether continuation at the Academy is in the best interest of the student. If there is a disagreement, the Academy will decide, in its sole discretion, whether to maintain enrollment or to issue a re-enrollment contract to the student.

C. CONFIDENTIALITY

Members of the Academy community commit themselves to maintaining appropriate professional tact and discretion regarding confidential information they receive. However, confidential information may be disclosed to the Head of School, Student Life staff, Health Services, outside professionals, law enforcement officers, parents/guardians and others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about an individual's ability to function academically, emotionally, physically, and/or mentally within the Academy environment; or when legal requirements demand that confidential information be revealed.

CHAPTER 10: PARENT INVOLVEMENT AND INFORMATION

A. PARENTAL COMPORMENT AND SUPPORT FOR ACADEMY POLICIES

At GRIND PREP Academy, we believe that a positive relationship between the Academy and a student's parents/guardians is essential to the fulfillment of the Academy's mission. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, and open lines of communication, mutual respect, and a common vision of the goals to be achieved.

The Academy understands and appreciates that parents/guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, GRIND PREP Academy, at all times, may dismiss a student whose parent/guardian, family member or other adult involved with the student, in the sole judgment of the Academy, fails to comply with this or any other policy or procedure of the Academy; engages in conduct either on or off the Academy's property that could undermine the authority of the Academy's administration; and/or otherwise behaves in a manner that is unbecoming of a member of the school community. The Academy may refuse re-enrollment of a student if the Academy, in its sole discretion, believes the actions of a parent/guardian on or off the Academy's property make a positive, constructive relationship impossible, or otherwise may interfere with the Academy's accomplishment of its mission and/or educational goals.

To assist in creating the most effective relationship, the Academy expects that parents/ guardians will observe the following guidelines:

1. Share in the Academy's vision.

- Support the mission of the Academy.
- Understand and support the Academy's philosophy, policies, and procedures.
- Support the Academy's disciplinary process and understand that the Academy's authority in such matters is final.
- Be supportive of the Academy's commitment to a diverse and inclusive community.
- Acknowledge that the payment of tuition is an investment in the education of the student, not an investment of ownership in the Academy.
- Support the Academy's emphasis on sustainable practices.

2. Provide an environment that supports the intellectual, physical, and emotional growth of the student.

- Create a schedule and structure that supports a student's academic and athletic commitments.
- Be aware of the student's online activities and use of computers, television, and video games.
- Encourage integrity and civility in the student.
- Be a role model, especially when it comes to behavior at school and at athletic events.
- Encourage the student's participation in events that promote high standards; actively discourage participation in events that can lead to illegal or unwise behavior.

3. Participate in the establishment of a home/school and school community relationship built on communication, collaboration, and mutual respect.

- Provide an environment that supports positive attitudes toward the Academy.
- Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
- Help build and maintain a positive school environment by not participating in or tolerating gossip.
- Maintain tact and discretion with regard to confidential information. In cases when students or others are in imminent danger of harm, when there is a compelling reason for doing so, or when legal requirements demand that confidential information must be revealed, information may be disclosed to the Head of School, administrators, outside professionals, or law enforcement officers.
- Respect the Academy's responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
- Seek to resolve problems and secure information through appropriate channels (*i.e.*, teacher/advisor/counselor, Head of School, or coach/sport director/Athletic Director).
- Acknowledge the value of the educational experience at the Academy by making regular and timely Academy attendance a priority, scheduling non-emergency appointments outside the classroom day.
- Support the Academy through attendance at Academy events.
- Financially support the Academy to the best of one's ability.
- Share with the Academy any religious, cultural, medical, or personal information that the Academy may need to best serve students and the school community.
- Understand and support the Academy's technology policies.

B. CURRENT FAMILY CONTACT INFORMATION

Parents/guardians are expected to keep the Academy informed of contact information for emergency situations. If a parent/guardian is going to be away from home for an extended length of time, please leave a forwarding address and telephone number where the parent/guardian can be reached, as well as information regarding who will be responsible for the student and how they may be reached in case of illness or other emergency.

C. MULTIPLE HOUSEHOLDS

For the Academy to most effectively communicate with families and support each student, it is important for Academy staff to be aware of students who spend time in multiple households. Please be sure to communicate to the Academy about primary caregivers in the event of an emergency and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from school, parent/guardian involvement in field trips or other issues, please include the Academy in the communication loop. These situations can be stressful for parents/guardians and confusing for students, and assistance in minimizing the Academy's phone calls for clarification is very important. Unless otherwise specified, each parent/guardian for whom the Academy has current contact information will receive a copy of the student's report card as well as other informational mailings and electronic communications during the year.

D. STUDENTS AGED 18 AND OLDER

Some students enrolled at the Academy will reach the age of 18 before graduation. In the United States, age 18 is the age of majority, which means that legally, an 18-year-old student can enter into contractual obligations on the student's behalf (and is required to abide by those obligations). Therefore, the Academy requires all students, upon their 18th birthday, to review the Enrollment Agreement that their parents/guardians signed on the students' behalf and execute an Addendum to that Agreement, which provides as follows:

- Permission for the Academy to discuss and release information and records to the student's parent(s)/guardian(s) about any issues relating to the student's enrollment at the Academy, including, but not limited to, academic records, academic and athletic performance, health matters, disciplinary issues, and financial matters; and

- Authorization for the Academy to interact with the student's parent(s)/guardian(s) as if the student were under the age of 18.

The student's parent(s)/guardian(s) will also continue to be responsible under the terms of the student's Enrollment Agreement.

E. INTERNATIONAL STUDENTS

Students enrolled at the Academy from countries outside of the United States are required to ensure that their visas, health insurance coverage, and all other requirements applicable to domestic students (including vaccinations and completion of all enrollment and orientation forms) are in order prior to arriving on campus at the beginning of the school year. International students are also responsible for ensuring that their travel arrangements coincide with the school calendar. The Academy is not responsible for housing.

international students outside of the published school calendar.

F. VISITORS TO CAMPUS

For the safety of our students, our Visitor Pass policy includes all visitors from outside of the school community who have not been given a parent/guardian ID card. Upon arrival, all such visitors are requested to check in to obtain a Visitor's Pass. Special events are an exception to this policy. Parents/guardians should not give their ID to anyone and should not bring in anyone who does not have an ID other than family or friends of the student. All others must be registered visitors with Campus Safety. Certain visitors may not be permitted entry unaccompanied by Campus Safety. GRIND PREP Academy reserves the right to deny anyone entry at any time.

G. EXTENDED RESIDENCY

All non-boarding students (regardless of age) must reside with an adult family member or legal guardian. The Director of Student Life or their designee must approve any exception to this requirement.

Extended Residency is a means for GRIND PREP Academy boarding students to reside off campus at the parents'/guardian' expense for an extended period of time, typically a semester or more, with an approved "Local Guardian" Family. All participants must agree that the Local Guardian is legally liable for the health, safety, and welfare of the student for the duration of time of residency and must release GRIND PREP Academy from liability in that regard. The Local Guardian will also be required to support Academy policies as set forth in Section (A) of this Chapter and in this Handbook generally. The Local Guardian must manage the student's academic, athletic, and medical activities, integrating the student in the household, and always assure the student's safety and well-being.

To be eligible to participate in Extended Residency all participants must agree that the Local Guardian will assume legal responsibility of the student; and

- Obtain written permission from the student's parent/ guardian authorizing an "Approved Local Guardian" by completing the "Extended Residency Agreement." The Agreement must be completed in its entirety and signed by the student, parent/ guardian, and prospective local guardian;
- Send the completed "Extended Residency Agreement" to staff for approval. The form must be approved and signed by Student Life Management.
- Reside on a day-to-day basis with the student and appropriately manage the health, safety, and welfare of the student; and
- Support the Academy policies in this Handbook.

Each prospective Local Guardian must meet the following criteria:

- The Local Guardian must be 25 years or older.
- The Local Guardian must be physically present in the residence and residing with the student on a day-to-day basis.
- The Local Guardian must present a photo ID and provide full contact information.
- •No more than two unrelated students may reside with the same Local Guardian.

Failure to comply with the Extended Residency Policy listed above may result in revocation of "Extended Residency", a return to boarding, or dismissal from the Academy without refund. These privileges may be removed at the discretion of Student Life Management.

Note: GRIND PREP Academy does not investigate or screen the backgrounds of Local Guardians and their family members. It is the responsibility of the approving parent/guardian to undertake any investigation that they deem advisable.

H. ROUTINE MEDICAL APPOINTMENTS FOR BOARDING STUDENTS

When a boarding student requires routine off-campus follow-up for an ongoing condition with recurring off-campus appointments, such as appointments for dental, orthodontic, dermatology, vision, podiatrist or, chiropractic needs, or off-campus mental health appointments, the parent/guardian of the student must

schedule such appointments and arrange for necessary transportation with the GRIND PREP Transportation Department. There is a \$50 fee for round trip transportation. A minimum of 48 hours' notice is required and a failure to cancel with less than 24 hours or a no-show will result in the fee being charged.

I. PETS ON CAMPUS

Family pets need to be always left at home for health and safety reasons. They should not be brought on the Academy Campus or at other Academy events or occasions.

J. PARKING/CARPOOL

With our students' safety in mind, and because of fire laws and safety procedures, please park only in designated parking spaces and not along the driveways of the Academy. For safety, and in consideration of the Academy's neighbors, please drive slowly on Academy grounds and in the surrounding neighborhood and refrain from using cell phones while driving on campus. Please follow the drop off and pick up routine.

K. RE-ENROLLMENT

Re-enrollment at the Academy is not automatic. A student is promoted to the next grade when the student has satisfactorily met the expectations of the student's current grade, when the Academy feels, it can continue to meet the student's needs, and when the behavior and comportment of the student and family are consistent with the Academy's policies.

L. ASBESTOS HAZARD EMERGENCY RESPONSE ACT

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). Asbestos Management Plans have been developed for the Academy. These plans are available and accessible to the public through the Academy's Director of Operations.

This notification is required by law and should not be construed to indicate the existence of any hazardous conditions in our school buildings.

APPENDIX A: ACCEPTABLE USE AGREEMENT

I understand that, as a member of the GRIND PREP Academy (the “**Academy**”) community, I must ensure that my conduct conforms to the ideals of honesty, respect, and a sense of responsibility. I will do no harm to others and will act knowing that my actions are held to the highest standards of thought, word, and deed. In particular, regarding the acceptable use of technology, while I am at school and when I am not at school, whether using the Academy’s equipment or network (the “Academy Network”) or my own equipment or any other computer or electronic equipment or network, whether during the school day or at night, on vacation or at any other time while I am enrolled as a student at the Academy, I will adhere to this Acceptable Use Agreement (the “**Agreement**”).

The Academy Network is a valuable resource with many functions. As a student of the Academy, I have the privilege to access and use many of these resources. At times, I may be the only person supervising my Academy Network activities. Thus, this privilege comes with a serious responsibility to protect the Academy Network’s integrity and to safeguard the well-being of other users. In all use, my words and actions are governed by the Academy’s Student-Athlete and Parent (the “Handbook”) and by the best interests of the Academy.

This Agreement outlines the privileges and responsibilities of an Academy Network user. My signature indicates my understanding and agreement to abide by the policy in the Handbook and this Agreement. If at any point my words or actions conflict with any part of this Agreement, I understand that the Academy may restrict or revoke my technology privileges, along with possibly imposing disciplinary consequences, up to and including expulsion.

Privileges and Responsibilities

- I understand that I may not portray myself, the Academy, or anyone associated with the Academy in a manner that conflicts with the Academy’s policies and practices with respect to honesty, integrity, and general standards for community behavior.
- For security reasons, I understand that I should exercise care in portraying the Academy in any manner in any public forum.
- I will adhere to the Academy’s Bullying Prevention and Intervention Plan as stated on the Academy’s website and referenced in the Handbook. I understand that bullying, harassment, hazing, and discrimination of any kind conflict with the Academy’s principles.
- I will adhere to the Academy’s policy prohibiting sexting as stated in the Handbook and will not engage in sexting or initiate or exchange any lewd or offensive materials with any other person using any technology resources.
- I will not give out or put online personal information that compromises my own well-being, the well-being of others, or the security of the school community.

The Academy Network allows me to use Internet resources. The Internet is an information repository, allows for communication, and serves as a place for learning. Among other functions, I can conduct research for academic projects. While the Academy works to ensure that Internet resources are developmentally appropriate for its students, as an Academy Network user, I share in this responsibility:

- I understand that I may not access inappropriate websites, content, or materials using the Academy Network. I will notify my teacher of any information found online that is inappropriate or makes me,

or another person, feel nervous or uncomfortable (e.g., inappropriate or embarrassing photos, slander, or abusive comments).

- I will not download or copy commercial software in violation of copyright laws.
- I will not send or receive copyrighted material without the permission of the copyright holder. I will check with a Technology Department staff member if I am uncertain about the copyright status of online material.
- I will not attempt to gain unauthorized access to Academy Network resources or disrupt the Academy Network, including by unplugging or tampering with computers, printers, or other hardware resources.

The Academy allows me to have a user account. My user account allows me to share files and have access to many functions of the Academy Network. I understand that I am solely responsible for my account and that I must abide by the following rules:

- I will not reveal my password to others, except for my parents/guardians and teachers.
- I will check my email account regularly and respond promptly.
- I understand that I may not send spam, chain mail, or bulk mail from my email account or seek to sell or solicit.
- I will log off when I complete my work or when I leave a computer.
- I will not access or use the accounts or files of others.
- I will not participate in illegal file-sharing programs.
- I understand that no software (even public domain and shareware) may be installed or used on an Academy computer without the permission of a Technology Department staff member.
- I may not use the Academy Network for financial gain or any commercial activity.
- I understand that the Academy may review my account, including any emails or other files I send or receive, at any time.
- I understand that all files stored on the computers in the computer lab may be erased at the end of each term.

I understand that as a student at the Academy, I am allowed through the Academy Network to use email at home and elsewhere. Email communication is a form of social interaction. As such, I am responsible for what I have written, and I must abide by the Handbook, including, but not limited to, this Agreement. My responsibility extends beyond communications on the Academy Network and during school hours, especially when my words and actions impact my learning or the learning of others.

Personal Laptops and Other Technology Devices

If I bring a personal laptop or other network-accessing device (e.g., iPad, iPod, iPhone, Blackberry, Droid, PDA) to the Academy, I understand that the Handbook and this Agreement also govern my use of such personal device.

I respectfully pledge that I will follow these rules for acceptable use of technological resources, at the Academy and outside of the Academy. I understand that breaking these rules may be disruptive to the educational process and may be considered a major disciplinary offense. Violations of this policy may invoke consequences commensurate to the offense, up to and including suspension and expulsion. This Agreement does not intend to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between the Academy and any parent/guardian or student affiliated with or attending the Academy. The Academy may, in its sole discretion and without notice, interpret, add, revise, and/or delete Academy policies and procedures at any time, before, during, and after the school year.

Signature of Student

Date

Print Full Name of Student

Signature of Parent/Guardian

Date

Printed Full Name of Parent/Guardian

I have read and agree, on behalf of my child and myself/ourselves, to all rules regarding acceptable usage of technology enumerated above. I have discussed this with my child to make the student aware of the dangers of the Internet and the harm that can come from misuse of the Internet or other technology resources. I understand and agree that the use of the Academy Network, technology resources, and Internet, as well as my child's own personal computing devices (computer, cell phone, etc.), can cause harm to the school community even when such use occurs outside of school hours. In order to cooperate in the Academy's efforts to educate students as to appropriate behavior, I agree to monitor my child's use of the Internet and to prevent my child from engaging in cyber-bullying or -harassment.

Signature of Parent/Guardian #1: _____ Date: _____

Print Full Name of Parent/Guardian #1: _____

Signature of Parent/Guardian #2: _____ Date: _____

Print Full Name of Parent/Guardian #2: _____