

East Coast Prep Handbook

Greetings from the Director of Operations

Welcome to East Coast Prep! This Handbook serves three purposes, to clearly explain:

- 1)The expectations of you within the East Coast Prep community
- 2)The results if those expectations are not met and
- 3)General information and helping hints in order to make your time with us successful and enjoyable.

Together we have one common goal: placement into the best college football program for you.

Our staff will put 100% into helping you achieve that goal and we expect the same from you. Four months of dedication to this end could open up a lifetime of opportunity for you. Let's do it!

Dick Bell-Director of Operations

Harassment Policy

Harassment based on sex or gender, sexual orientation, race or color, minority or ethnic status, religion or religious belief or creed is unlawful under both state and federal laws, and is not tolerated at East Coast Prep. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other forms of written, verbal, or physical conduct of a sexual nature or directed at members of one gender, that have the purpose or effect of unreasonably interfering with a person's academic performance or creating an intimidating, hostile, or offensive academic environment for that person. Harassment also can include physical touching, visual displays or graffiti, vulgar remarks, suggestive comments or jokes. Anyone who feels they have been subjected to harassment should report the incident immediately to the East Coast Prep Senior Staff.

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Academics

Academic Objectives

- Improvement of Core GPA through NCAA approved mastery based online courses
- Improvement of SAT/ACT Scores through intense 2x a day SAT/ACT Prep course
- Improved study habits and time management skills through disciplined daily schedule

Academic Guidance/Support

In order to help you meet these objectives we must first evaluate your academic history. This evaluation will entail a full analysis of both your previous classroom work (transcripts) and previous standardized testing (SAT/ACT) results. After the analysis of your transcripts, we will assist you in choosing the proper core course(s) for you to take in order to increase your GPA for both the NCAA and/or a specific school. The analysis of your previous testing will also help us to determine your individual strengths and weaknesses. We will then focus on maintaining your strengths and strengthening your weaknesses during your SAT/ACT classes. You will have full access to wireless internet for your laptop in order to do your online work. We will receive weekly reports and will meet with you to discuss your progress. Parents will receive written progress reports regularly and can call at anytime to get an update. Extra help is available each evening if needed or warranted. **YOU WILL BE CLOSELY MONITORED!!**

SAT/ACT Scheduling/Transportation

East Coast Prep will assist you with your schedule and planning for your SAT/ACT. You are responsible for fees associated with the tests. East Coast Prep will transport you to the local testing sites for a nominal fee.

NCAA Clearinghouse

All individuals are responsible to register at the NCAA Clearinghouse as part of the admission requirement.

Discipline

Philosophy

This Handbook makes references to offenses which may result in disciplinary action, including possible expulsion. Each individual is responsible for reading the Handbook and complying with the East Coast Prep's rules and regulations. Failure to know the rules and regulations is not an excuse.

East Coast Prep acts on the assumption that students enter the with a serious purpose and on the belief that their conscience and good sense are sufficient guides to behavior. The discipline at East Coast Prep is not adapted to individuals who require severe restrictions. Our staff will attempt to lead you to cultivate a deep sense of responsibility for your own conduct and achievement, and for the well-being of the larger community of which you are a part. While East Coast Prep encourages freedom, it distinguishes between freedom and license. Freedom does not mean complete liberty for the individual to do as he pleases regardless of the effect of his actions on others. It is understood that reasonable limitations and rules defining them are necessary to maintain relative freedom for all. The guiding principle is that the welfare of East Coast Prep and the welfare of others are inseparable.

East Coast Prep stresses the concept that individuals are responsible for their own behavior and so must accept the consequences of that behavior. For individuals to succeed they must view disciplinary action as an opportunity to improve and make positive changes in their lives.

When an individual does not live up to established expectations, he will be called to meet with a senior staff member and depending on the situation with the Director of Operations. By dealing with misbehavior quickly and fairly, we hope individuals will understand that, although there are times when we cannot support their behavior, we do care about them as maturing young men.

The following statement is printed on the Enrollment Agreement which is signed by parents and their sons: ***We understand and agree to abide by the rules and regulations of East Coast Prep. We accept the disciplinary standards and actions of East Coast Prep as stated in the Handbook.***

Levels Of Discipline

Warning

Warnings will be administered in cases serious enough to warrant a warning. The individual and parents should note that a warning usually proceeds further disciplinary action. All official warnings are kept on record in the individuals file.

Loss of Recreation Time

The lowest level of discipline is the loss of recreation period(8pm-10:30pm) for a set time as low as one night to two weeks. The individual will be confined to supervised study hall during this time frame.

East Coast Prep Service

In addition to or instead of loss of recreation time, offenders may, at the discretion be assigned service on campus or in the broader community. This service could include but not be limited to cleanup around East Coast Prep or helping the coaches with organizational tasks. This level of discipline is viewed as a way for those who take away from the East Coast Prep Community to give back.

Off-Campus Suspension

The purpose of an off-campus suspension is to allow the individual and his parents time to review and reflect on the actions which led to this judicial decision. While most off-campus suspensions are one week, the length of suspension can vary depending on the individual case and time of year.

Note: The student and/or family is responsible to pay for all expenses incurred in the process of leaving East Coast Prep and returning to East Coast Prep.

Expulsion

Expulsion is the permanent dismissal from East Coast Prep. Dismissed individuals are expected to leave the campus as soon as possible.

Note: The individual and/or family is responsible to pay for all expenses incurred in the process of leaving East Coast Prep, including, but not limited to, transportation and shipping of personal items.

Probation

Probation is an upper level stage of discipline. It indicates that an individual is one step short of separation from East Coast Prep and describes a condition rather than a penalty. It indicates to the individual that his position is insecure. It also gives him a period of time in which to prove that he can meet the standards of East Coast Prep and, therefore, should be allowed to remain. A student who violates additional rules while on probation can expect more severe disciplinary action

Discipline Process

Whenever a senior staff member becomes aware of a major violation or possible violation of any of the listed offenses, that member will inform the Director of

Operations at which point discipline will be considered. Whenever a senior staff member becomes aware of a minor violation that discipline will be assigned immediately by the senior staff member. Consistent or continued minor violations may turn into major penalties.

Major Discipline Process

In major cases, where suspension or expulsion is a possibility, the Director of Operations may request an informal meeting with the entire staff if there is a question of fact or circumstance regarding the infraction that is at issue as well as the overall character and behavior of the individual. After this meeting a meeting with the parents will be requested. The Director of Operations reserves the right to make final decisions on all major cases.

Major Offenses

Violation of the major offenses listed below is completely contrary to the aims of East Coast Prep, and will result in expulsion from East Coast Prep or, at a minimum, the imposition of severe discipline. A student who commits any of these major offenses while already on disciplinary probation may be dismissed from East Coast Prep immediately. These behaviors, even on a first offense or for an individual who otherwise has a good record, call into question whether it is appropriate for an individual engaging in them to remain at East Coast Prep. They include:

- Possession or Use of Alcohol. The legal age for possession and use of alcoholic beverages in the State of Massachusetts is twenty-one. The law is strictly enforced by local, county, and state police.
- Use of Tobacco. East Coast Prep does not endorse smoking or condone the use of any tobacco products. It recognizes the health risks associated with tobacco use and therefore upholds a tobacco-free campus.
- Possession, use, transportation, sale, or distribution of illegal drugs, alcohol, steroids, or drug-related paraphernalia (to include the inappropriate use of “bath salts” and “incense” or the misuse of prescription drugs. Further, it is a violation of East Coast Prep policy to be in the presence of alcohol, drugs, or related paraphernalia.)
- Any major act of dishonesty such as theft or fraud.
- Sexual or other unlawful harassment of others.
- Any use of threatening or intimidating language, actions, or physical contact directed at any member of the East Coast Prep community.

- Any act that intentionally or recklessly compromises the safety of oneself or others.
- Smoking or setting fire to any substance inside a building. Flammable materials such as paint removers, lacquers, gasoline, and other fuels may not be stored or used in student rooms.
- Possession or use of a firearm or other weapon, firecrackers, or explosives of any kind.
- Stealing: Theft is grounds for immediate expulsion.
- Insubordination: Any use of threatening or intimidating language, actions, or physical contact directed at a member of the East Coast Prep adult community shall be deemed insubordination.
- Chronic Absenteeism.
- Leaving East Coast Prep at any time without permission.
- Hosting visitors on campus without permission.
- Abuse or destruction of school property.
- Tampering with fire prevention equipment or alarm systems.

Other Offenses/Minor Offenses

The offenses listed below are examples of other conduct considered very serious and detrimental to the aims of East Coast Prep. Violation of any of these offenses, depending on the circumstances, may lead to suspension or expulsion, or less severe discipline. They include:

- Unauthorized use of a car or riding in a car without permission
- Insubordination toward staff (as defined in willful refusal to follow directions or requests by members of the staff)
- Unauthorized possession of keys to school buildings
- Disruptive behavior
- Off-campus conduct that reflects discredit on East Coast Prep
- Persistent violation of standards for day-to-day conduct including violation of Classroom, Dining Hall, Housing, Dress and Appearance guidelines
- Presence at the violation of any major offense
- Being late without permission from any weekend or vacation break.
- Use of cell phones during undesignated times.
- Use of weight room without senior supervision.

Note: East Coast Prep reserves the right to respond to any inappropriate off-campus behavior as if it had happened on campus including, but not limited to, activities that occur when An individual has weekend or vacation permission.

Attendance And Behavior

Classroom

You are to be in attendance, on time and on your best behavior for all scheduled online coursework and SAT/ACT prep study. Any tardiness or failure to attend will result in discipline.

In addition to proper dress and appearance it is expected that you are all business in regards to both the coursework and SAT/ACT prep class. While your online, the only communication needed is through your computer. Communicating with others disrupts the group and our common goal, and will not be tolerated. During your online work, please do your work and keep to yourself. If you need to use the bathroom, please excuse yourself with your proctor before leaving. During the SAT/ACT prep study there will be times when interaction will be involved. Please restrict your talking unless you have a question or are called upon. During the times where individual work is at hand, please follow the same guidelines as for your online study. **REMEMBER: WE ARE ALL HERE TO REACH OUR COMMON GOAL--SUCCESS!!!**

Laptop Computer

You are required to have a laptop in order to complete your online course work. Wireless service will be provided for you as part of your tuition. Please put a name tag on your computer to avoid any confusion. During your scheduled online class work you should be doing your work, not visiting social sites or checking emails, etc. During evening free time you will have ample time to catch up on your personal life. Please refrain from visiting inappropriate sites during your time at East Coast Prep. We all have a common goal-**INDIVIDUAL AND GROUP SUCCESS!**

Dining Hall

You are to be in attendance, on time, well behaved and courteous to all others at all meals in addition to being properly dressed and neat in appearance. Mealtimes should be a time of joy and camaraderie. Please let's enjoy it together. In that regard please observe the following:

- Please get in line, stay in line, don't delay the line, get your food and take a seat.
- There is no limit on food but limit yourself to one entrée at a time. You can and must go back in line for an additional entrée.
- Please do not remove anything from the Dining Hall including dishes, glasses, silverware and food.
- All trays, dishes, glasses, silverware and napkins are to be removed from table and brought to the dishwashing area before leaving.
- If you spill something, clean it up like it never happened.

Leave Of Absence

Any leave of absence must be cleared with a senior staff member and granted prior to leaving. Leaving without permission will result in severe discipline. No leave of absence will be granted by East Coast Prep without first consulting with your parents.

Leaving Campus

Leaving campus without permission is strictly prohibited and will be dealt with severely. If you have an issue where you must leave you must clear it with a senior member first.

Vacations/Weekend Breaks

During designated times there will be weekend breaks as well as Thanksgiving vacation. Dismissal times and return times will be posted. Failure to get back on time will result in disciplinary action.

Study Hall

Between the hours of 8pm and 10:30pm Monday through Friday you can catch up on any online course work or work on any facet of your SAT/ACT prep work.

Extra help sessions are regularly scheduled and are open to all.

Housing Regulations

Cabin behavioral standards are based upon reason and respect for other persons, property, and academic regulations.

- All individuals must be in their cabins no later than 10:30 PM , at which time the cabin is expected to be quiet so that others may sleep or study.
- All lights out at 11:00 pm.
- Cabins will be inspected weekly at an appointed time and surprise checks can occur at anytime. Individual rooms and common areas are expected to be cleaned prior to cabin checks.. If the occupants are directed to clean the room or common areas , they are expected to do so immediately.
- **Important:** No food of any kind is allowed in the housing cabins
- When damage occurs in a cabin, the person(s) involved will be charged the amount of damage.. When the person(s) responsible cannot be identified, the damage will be charged to all occupants of the cabin.
- Cabin and room searches, East Coast Prep maintains the right to check individual rooms at any time for illegal materials, dangerous items, or stolen articles. Whenever practicable, such checks will be conducted only when due cause exists, and whenever possible, in the presence of the room's resident(s) and/or a cabin representative. Canine searches for illegal drugs and paraphernalia may be conducted at random times throughout the year.
- Tampering with fire extinguishers, fire hoses, or fire alarm systems is a serious offense that may lead to suspension or dismissal.
- Personal locks are not permitted on room or cabin doors. If a door lock is broken or does not secure, notify a senior staff member immediately, and the lock will be repaired or replaced.
- No pets of any kind.
- No visitors without permission. When permission is granted, visitors are expected to comply with East Coast Prep rules.
- Room changes can only be made through a senior staff member and/or the Director of Operations.

- Personal furniture for the common area is allowed but arrangements for delivery and removal are the individuals responsibility.
- Writing on walls and doors is prohibited. Name tags should not be removed from doors.
- Room lights and electronic equipment should be turned off when an individual leaves his room.
- Students are not to be on roofs
- No alcohol bottles or cans may be in the rooms, EMPTY OR NOT!
- The burning of incense or candles is prohibited.
- Items left behind and unclaimed become the property of East Coast Prep thirty (30) days after the individual leaves.

Parents and students should take special note that the East Coast Prep campus is closed and cannot accommodate anyone at the following times during Thanksgiving (November 26 - December 1, 2013).

Right To Search

East Coast Prep maintains the right to check students' rooms at any time for illegal materials, dangerous items, or stolen articles. Whenever practicable, such checks will be conducted only when due cause exists, and whenever possible, in the presence of the room's resident(s) and/or a student dorm representative. Canine searches for illegal drugs and paraphernalia may be conducted at random times throughout the year.

Athletic Rules and Procedures

Weight Room/Indoor Facility

Use of the weight room or indoor facility without senior supervision is forbidden, proper footwear in both areas is mandatory, no cleats allowed!

Team Transportation

East Coast Prep has contracted U. S. Coachways as our exclusive transportation provider to all away games. U.S. Coachways is nationally recognized, fully insured with superior vehicles and professional drivers and has provided various college and professional teams with their transportation needs. From the time we

leave ECP until the time we get back you are expected to conduct yourself with class as you are representing not only yourself but your teammates and East Coast Prep.

Uniforms

Team uniforms and equipment are provided by the East Coast Prep. Nothing issued by East Coast Prep, including uniforms, practice gear, and travel bags, is to be used for any non-school related activity. Whenever possible or practical, school-issued practice uniforms are to be worn for practices. East Coast Prep provides a system that collects, launders, and returns each student-athlete's practice gear on a daily basis. For reasons of safety, wearing jewelry is discouraged. This includes, but is not limited to, watches, earrings, bracelets, necklaces, and rings.

Each student-athlete is financially responsible for each piece of equipment and uniform issued to him. If he fails to return any item at the end of the season, he will be billed for the replacement cost of each item.

Athletes' Code Of Conduct

- Players shall at all times represent themselves and East Coast Prep with honor, proper conduct, and good sportsmanship.
- They shall understand that competitive rivalries are encouraged, but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries.
- They shall confine the competitiveness of the game to the field, and in particular, behave properly on the sidelines and in the locker room both before and after games.
- Players shall comply fully with the rulings of the officials. In no way, by voice, action, or gesture, shall they demonstrate their dissatisfaction with the decisions made.
- Players shall not deface property or remove equipment of any kind from their own or another school.
- Players who are ejected from a game for unsportsmanlike conduct or other flagrant behavior will forfeit their eligibility to play in the next regularly scheduled game or tournament game played in that sport.
- Any student-athlete who fails to comply with this Code of Conduct may be subject to discipline set forth by East Coast Prep, including separation from the team.

Spectators' Code Of Conduct

East Coast Prep supports the following guidelines for those viewing East Coast Prep athletic contests:

- Spectators - whether students, faculty, parents, alumni, or friends - bear important responsibilities to the school for the atmosphere and conduct of games, whether home or away.
- Spectators should watch games from those areas defined by each school as spectator areas. It is inappropriate for spectators to run up and down sidelines, call to players, coaches or officials in an unsportsmanlike manner, go onto the field of play, or deface property. Any behavior which detracts from the ability of the coaches, players, and officials to do their best is not acceptable.
- Staff members should remember that their responsibility for student discipline and behavior extends to disciplining and controlling students who misbehave as spectators.
- The use of alcohol or illegal drugs will not be condoned.

East Coast Prep expect all athletes, coaches, officials, and spectators to meet these standards.

General Information

Dress Code

Concern for personal appearance is an indication of self respect and courtesy towards others. The two essentials in this regard are cleanliness and neatness in dress and grooming. Proper dress:

At all meals and classes a collared shirt, pants(at waistline), socks and shoes. Shorts are ok on declared Hot Weather days.

Not Permitted: Bare Feet, Tanktops, Athletic Clothing, Sweatpants, Hooded Sweatshirts, Hats, Sandals.

When traveling for games, all players will wear the designated travel suit.

All clothes should be clean with no holes.

Hygiene: Shower every morning or evening before bed and after practice. Proper hygiene is required for you and for your classmates. Hair should be neat and combed and not longer than below the collar. **NO FACIAL HAIR!**

Please Call With Any Questions On Any Portion Of This Policy.

Personal Property

Please leave any valuable personal property (jewelry, rings, etc) at home. There is no need for it and no good can come of it. If you do bring anything of value, East Coast Prep takes no responsibility for you losing it by any means. **LEAVE VALUABLES AT HOME!!**

At check-in you will be able to setup a debit account where you will be able to access funds for canteen/campus store items, as well as monies for laundry and other miscellaneous items. You may open your account with a minimum of \$200. This debit account is managed by a third party (Kepler-Creek) and has no direct connection to East Coast Prep. **No credit is extended from this account.** Unless there is money in the debit account, you will not be able to make purchases at the canteen. Any money remaining in the account will be returned at checkout.

The ECP Canteen is located in the main lodge adjacent to the cafeteria and will be open each evening for snacks, personal items, etc.

Vehicles Policy

Vehicles are not allowed at East Coast Prep except for pickup and drop-off. You will have a highly disciplined schedule and at no time during your stay will a vehicle be needed. In this setting vehicles can only serve as a potential distraction and we are dedicated to eliminating all distractions in order to reach our common goals.

Visitors

Visitors are not permitted at East Coast Prep without permission. Any individual who hosts a visitor without permission will be dealt with severely(spelling)

Transportation

Bus service (Bonanza/Peter Pan) is available in Great Barrington and goes to the following Cities among others: New York, Boston, Springfield, Hartford, and Worcester. Further Bus, Train or Air Transportation is available from those cities.

Phones

Cell phones are restricted at East Coast Prep. Please be aware that cell phone service in the Great Barrington area is limited right now, but many providers are in

the process of building local towers that should be ready in the near future. Cell phones must be checked in upon arrival at ECP and will only become available at certain designated times determined by the Director of Operations. Cell phones are the responsibility of the individual and East Coast Prep takes no responsibility for potential loss or damage of phones. Use of cell phones during undesignated times will result in disciplinary action. East Coast Prep's phone system is available for emergency usage with permission by senior staff member.

Email & Mail

At check-in each individual will be given an email address, it is your responsibility to keep up with that account.

Outgoing mail will be dropped at the local Post Office each day Monday through Friday. Incoming mail will be picked up at the same time and distributed later in the day.

Laundry/Linen Service

There is a fee of \$7.00 for using the laundry service. Your clothes will be washed, dried, and folded, and you can use your debit account to pay the \$7.00 fee.

Remember: no credit will be extended. You must have enough money in your debit account to cover the cost. .

Health Services/Injuries

East Coast Prep has partnered with **Community Health Programs**. For more complete information about our health partner, visit the ECP homepage and click on "our health partner.")You may also access the CHP health forms by going to our "Admissions" link.)