



ANDOVER

A BETTER CHANCE

Opening the door to greater educational opportunities since 1967

134 Main St
Andover, MA 01810

STUDENT HANDBOOK

2014-2015

A Better Chance of Andover Andover, Massachusetts Student Handbook

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MISSION

Opening the door to greater educational opportunities since 1967.

Since 1967, A Better Chance of Andover has been giving young, talented youth of color the opportunity to achieve their dreams through education. We bring motivated students of color to live in Andover, where they attend Andover High School to better prepare for college. Thanks to your generosity, we provide them with a house on Main Street and a complete network of support and love.

Our nonprofit program offers outstanding students from under-performing schools the opportunity to prepare for college at Andover High School, one of Massachusetts' top performing schools. The Andover community generously supports our goal of changing young lives, one person at a time.

Closing the education gap for students of color in American society.



HISTORY

The town of Andover was incorporated in 1646. Andover was a stop on the underground railroad, and has a long history of community activism and of fine public and private educational institutions. Many of the town's streets bear the names of the original English settlers, including some accused of witchcraft during the Salem Witch Trials of 1662.

The A Better Chance of Andover program is the oldest public ABC program in the state of Massachusetts and one of the first in the nation. It was founded in 1967 when a group of citizens provided 500 signatures to the Andover School Committee in support of establishing the program to "aid disadvantaged high school boys". A supporter maintained that the program also "benefits the white students and the white community by creating an opportunity to develop mutual understanding between two widely separated social groups. A warrant at Town Meeting requesting scholarships to Andover High School passed by a 5-1 margin.

With both public and private funding, Andover Committee for A Better Chance purchased a residential facility at 134 Main St in 1967 and, after renovations to add a Resident Director's quarters, was open for student occupancy the following year. The first group of students included seven black Americans, one Puerto Rican, and two white Americans. The first class was graduated from Andover High School in 1969. In 1973, the program requested six additional scholarships from the School Committee so that a second resident for girls could be opened at 64 Bartlett St. Both houses were maintained until 1977 when downsizing required that ten male students and four female students share the present facility at 134 Main St. A transition to all girls began in 1983.

The present house itself has an interesting history. Built in 1810 in the Federal style as a residence, its most famous owner was Reverend Aaron Green, a Unitarian Minister who lived there in the 1850s. Green Street in Andover is named after him. At one point the home was occupied by the Ellis family, whose daughter ran a day school for little girls. Several other intervening owners lived in, and made additions to the property before its purchase by the ABC program. Multiple renovation projects over the years, including the one completed in 2003, have resulted in the present house configuration. A Resident Director's apartment of five rooms is attached to the main house that has nine bedrooms, four baths, a computer room, a study room, a living room, and a large kitchen and dining room.

The day-to-day supervision of the program is the responsibility of the Resident Director and the Resident Assistants under the direction of the A Better Chance of Andover Board of Directors. Since 1967, A Better Chance of Andover has sent more than 134 students to pursue educational opportunities at many of America's finest colleges and universities.



RESIDENT DIRECTOR

The Resident Director, or Directors, (RD) is responsible for the day-to-day supervision of the students' activities and the normal operation of the ABC of Andover house. The RD is expected to operate within the guidelines set forth by the ABC Andover Board of Directors, including those stated in this handbook. The RD oversees the students' academic and social growth.

The RD is responsible for maintaining communication between the high school, students' parents and host parents, and the Board of Directors. The RD is responsible for carrying out the policies established by the Board of Directors with regard to all student activities, staff, and tutor responsibilities, and operation of the ABC of Andover house. The RD oversees the implementation of the following policies:

- House Rules
- Academic Guidelines
- Discipline

Although it is the RD who has the responsibility for the daily management of the house, personnel, and students, ongoing supervision of the Program is the responsibility of the ABC President with input from appropriate committee chairs.

Student and parental concerns should be communicated first to the RD. If further action is warranted, students and parents should contact the appropriate committee chair or the ABC President.



ACADEMIC GUIDELINES

A Better Chance of Andover (ABC) is a college preparatory program. Our objectives are to provide a quality secondary school education for students of color and to help develop their talents so they may attend competitive four-year colleges. Ultimately, we hope the students will assume positions of leadership in American society.

ABC scholars are expected to strive for academic excellence and to challenge themselves by taking the most rigorous course in which they can succeed. Scholars will enroll only in college preparatory classes at Level 2 College Prep, Level 1 Honors, Level 5 Enriched or Level 7 AP. ABC provides support to help the scholars maintain their grades. Students also may stay after school and request help from their subject area teachers. Failure to take advantage of after-school help is considered a serious lack of interest on the student's part. Tutors are available and students should seek their help whenever necessary.

The Resident Director (RD) and Academic Committee review students' academic progress at the end of each term. They report their findings to the students' families and guardians, the Board of Directors, and Host Families. The RD and Academic Committee calculate grade point averages (GPA) and inform each student of her academic status as soon as possible after term report cards are issued. ABC uses Andover High School's (AHS) unweighted and weighted grading system for determining academic honors and probation. (A table listing the value of each grade is at the end of this section.) Scholars are also expected to keep their parents informed in a timely manner as to their academic progress, and parents are also encouraged to reach out to the RD and Academic Committee. Students must submit their Progress Reports, Report Cards, PSATs, SATs, SATIIs, and ACTs to the Academic Committee within 24 hours of receiving them by placing them in the Academic Committee mailbox. All registrations for tests will be made for the Andover High School or Phillips Academy testing locations. The Academic Committee will have access to the Aspen Online Family Portal for each Scholar. College mentors will have access to each student's Naviance account and will need the student's password.

Academic Honors

AHS Honors are based on an unweighted GPA (Grade Point Average). Scholars who achieve an unweighted GPA of at least 80% or higher in level courses and no grade less than a 'C' in any subject, receive AHS Honors. Scholars who achieve an unweighted GPA of at least 90% or higher in level courses and no grade less than a 'C' in any subject, receive AHS High Honors. Please refer to the AHS website and the AHS Student Handbook, <http://www.aps1.net/index.aspx?nid=302>.

Scholars who achieve AHS Honors at least once for any term, with all effort grades at acceptable levels, will receive in January and in June the following:

- A letter of commendation from the RD and Academic Committee, with a copy going to the student's parents or guardians, host parents and ABC National.

Academic Minimum Standards

ABC also uses a weighted GPA. It is the expectation of ABC that scholars should earn Honors. However, if a scholar does not achieve honors, ABC expects the following minimum weighted GPAs for major subjects:

- Freshman students – 2.5
- Sophomore students – 2.8
- Junior and Senior students – 3.2

If a scholar does not maintain the academic minimum standards, she may be placed on academic probation.

Grading – Rounding

Grades will be calculated only to the second decimal point. Grades of n.50 and above will be rounded up and grades of n.49 and below will be rounded down as per the AHS Handbook.

Academic Probation

A student may be placed on Academic Probation for two reasons: low achievement or academic misconduct. Low achievement is defined as a GPA below the academic minimum standards stated above, or a single term grade below a C-. Academic misconduct includes: excessive tardiness, cutting classes, poor effort, plagiarism, cheating, or any action that the Academic Committee judges to be inconsistent with the ABC Program. Academic Probation is not punitive. Rather, it alerts students, parents, and advisers to the seriousness of those difficulties. It is hoped that this official warning will encourage students in academic difficulty to improve their study habits or seek help from available sources. Documented criteria for a student being placed on Academic Probation will be placed in the student's academic folder in the student's records.

Students placed on Probation will be notified within one week after report cards are received. In addition, ABC will notify the student's parents or guardians, host parents, the Executive Committee, the RDs and national ABC. Academic Probation indicates that the student's position at ABC may be in jeopardy.

Students on Probation will enter into a written Probation contract that states the conditions and academic performance necessary to continue with the ABC program. At a minimum the student will observe three extra hours per week of supervised study time, in addition to regular study hours. The RD and tutors will determine when the additional hours will take place. Other conditions may be included in the contract. The student will not be granted out-of-town travel permissions. The Academic Committee will monitor the student's progress.

Academic Dismissal

The Academic Committee may recommend dismissal of a student if she has been on Academic Probation for two terms in a year, unless there are extenuating circumstances. The dismissal may occur during or after the end of the academic year. Freshmen will not be dismissed for solely academic reasons before the end of the first academic year. The ABC President makes the final decision on dismissal, after consulting with the Executive Committee, the Academic Committee, RDs and other appropriate people. Dismissal typically comes when all avenues of reasonable academic support have been pursued but with little evidence of satisfactory progress, when the student's academic performance does not match the academic demands of the ABC Program, for a generally unsatisfactory academic record, for a continued demonstration of willful neglect of work, or when there is no likelihood that the student will be able to meet the graduation requirements.

Academic Restrictions

The Academic Committee will reassess a scholar's activities and structured study hours when a scholar receives a C or below in any class and/or effort grades at unacceptable levels.

Weighted Grade Point Average

Only academic and leveled courses are used in the calculation of the GPA. All grades in Level 2 college preparatory courses will be assigned a numerical value according to a standard 4.0 scale. Level 1 Honors, Level 5 Enriched and Level 7 Advanced Placement courses will receive additional weighting. Both the unweighted grade point average (GPA) and the weighted GPA are provided on the Andover High School transcript and are considered for college admission. When determining a weighted GPA, the following values are assigned to grades:

Letter Grade	Numerical Value	Level 7 AP	Level 5 Enriched	Level 1 Honors	Level 2 College Prep
A	93-100	5.0	4.7	4.5	4.0
A-	90-92	4.7	4.4	4.2	3.7
B+	87-89	4.3	4.0	3.8	3.3
B	83-86	4.0	3.7	3.5	3.0
B-	80-82	3.7	3.4	3.2	2.7
C+	77-79	3.3	3.0	2.8	2.3
C	73-76	3.0	2.7	2.5	2.0
C-	70-72	2.7	2.4	2.2	1.7
D+	67-69	2.3	2.0	1.8	1.3
D	63-66	2.0	1.7	1.5	1.0
D-	60-62	1.7	1.4	1.2	0.7

Graduation Requirements

English -----	4 credits
Social Studies (World Civilization, 20th Century US History) -----	3 credits
Mathematics -----	3 credits
Science -----	3 credits
World Language (a single language) -----	2 credits
Physical Education -----	2 credits
Health Education -----	1 credit
Applied Technology/Fine or Performing Arts/Academic Electives -----	8 credits

Total credits required for graduation: a minimum of 26 credits

All students should register for 7.5 credits and one directed study hall. Andover High School believes that it is preferable for students to have the opportunity to enroll in 8.0 credits of study and such a request will be honored whenever possible.

Academic Advisors

Academic Advisors will be assigned to each scholar and will follow each scholar's academic progress including letters to parents/guardians and host parents after each term and more frequently if necessary in concert with the RD. Course selection will be approved by the Academic Advisor and RD. An incoming freshman will have her courses selected by the Academic Committee and the RD. RAMPs may be conducted before the start of the school year to give the new scholars a foundation in math and the sciences as it is taught at AHS. Study skills will be emphasized and addressed with each student. Academic problems will be identified and tutoring arranged for each student as needed throughout the academic year. The Academic Committee will offer and make arrangements for SAT and/or ACT prep within the budget for Juniors and Seniors after assessing each student's academic needs. Students must submit their Progress Reports, Report Cards, PSATs, SATs, SATIIs, and ACTs to the Academic Committee within 24 hours of receiving them by placing them in the Academic Committee mailbox. The Academic Committee will have access to the Aspen Online Family Portal for each Scholar.

Junior/Senior College Mentors

Junior/Senior College Mentors will be assigned to each junior to assist in the college selection process in concert with the AHS guidance counselors. They will follow the college application process and will work with financial aid advisors in assisting the scholars. From time to time a professional college counselor volunteers as a resource to assist with timetables and college essays. College mentors will have access to each student's Naviance account as parents do and will need the student's password.



HOUSE RULES

The development of mutual respect between the Resident Director (RD), RD's family, Resident Assistants, and students is of vital importance in maintaining a pleasant atmosphere in which to work and live. Everyone's effort is needed to achieve this goal. The following are general guidelines to enhance the functioning of the ABC Program. Individual exceptions to these guidelines must be requested from the student to the RD or A Better Chance of Andover (ABC) President.

1. ABC promotes a culture of honesty, community and the trust that supports it. Students are expected to treat each other and adults involved in the ABC Program with respect. Students will use appropriate language at all times.

2. ATTENDANCE EXPECTATIONS

Regular and punctual school attendance fosters the essential foundation for achieving academic success and assists in developing habits necessary for college, career and professional life. Therefore, students are expected to attend and actively participate in all scheduled classes, on time, and complete work in a timely and proficient manner unless ill or an excuse has been approved by the RD. Skipping classes, unauthorized absences, and/or excessive tardiness are serious infractions which will result in notification of parents or guardians and ABC disciplinary actions. Also, as per Andover High School (AHS) Student Handbook, academic consequences and/or after-school detention may result as well.

Illness

In the case of illness, the RD must be directly notified before 7:00 a.m. If the RD is unavailable, the student should contact the President. If a student becomes sick while at school, she needs to report first to the clinic. If she is too ill to remain in school, clinic personnel will call authorized emergency contacts at ABC to obtain permission and coordinate pick-up for school dismissal. The student may be dismissed from school by the ABC President, RD, Host parent or other designees. The designated driver will confirm the post-dismissal plan with the RD. The RD, ABC President or her/his Executive Committee designee will call the parent/guardian in the event of a serious illness or accident. Less serious illnesses should be communicated by the student.

Tardiness

The RD/RAs are not responsible for setting alarms or waking up students. If a student is running late and misses the morning bus, the student must contact the RD and Transportation Coordinator immediately. In the case of tardiness and in order to locate a timely ride, the student may also contact a Host parent or other Board member at the same time confirming with the Transportation Coordinator if a ride is obtained.

Attendance Procedures

- a. Students receiving one unexcused absence and/or three tardies within a term will be placed on Restrictions.
 - b. The second consecutive term of Restrictions for unexcused absences and/or tardies may result in possible Probation. The student will be required to discuss with the Academic Committee and the RDs the reasons that she is having difficulty attending school and meeting her commitments and what the possible consequences will be if there is no improvement.
 - c. With the third consecutive occasion of attendance difficulty, the student is required to meet with the ABC President which could include the RD and parents or guardians. The possible consequences range from Restrictions to Probation.
 - d. After a student has been on Probation for unexcused absences or in situations of excessive unexcused absences, the student may face the possibility of Dismissal from the ABC Program.
3. Students must follow the House study hours and curfews that are listed below.

<i>Day of Week</i>	<i>Study Hours</i>	<i>Curfew</i>	<i>Lights Out**</i>
Sun	7 – 9:45pm	10pm 5:30*	11:30pm
Mon	7 – 9:45	10	11:30
Tues	7 – 9:45	10	11:30
Wed	***	8:30*	11:30
Thurs	7 – 9:45	10	11:30
Fri and Sat	None		1:00 am
Freshmen & Sophomores		11 11	
Juniors & Seniors		12 12	

*Host family Sunday and Wednesday.
** Lights Out is a suggested bedtime but will not be actively monitored. See #14-15 below.
*** Students manage their own time.
Note: All scholars must check in for Study Hours and Curfew with the RD/RA on duty.
Note: Any exceptions will require permission from the RD/RA on duty.

4. During study hours, each student must be at her desk and engaged in schoolwork. Students who wish to work together may do so only with permission from a RD/RA and only in areas designated for group work. Parents who call during homework time are asked to call back outside of study hours. Phones will not be used during study hours except to confer about homework. Any related phone calls should be made in the kitchen so as to not disturb an atmosphere that is conducive to study. Quiet hours are to be maintained during study hours.

5. Attendance during study hours is required unless specific permission for exemption or a specific modification in an individual study schedule is made with the RD.
6. Freshmen and sophomores must be in the study room or other designated areas on the first floor.
7. A junior who receives AHS Honors (unweighted GPA average of at least 3.0 and no grade less than a 'C') with all effort grades at acceptable levels may study in her bedroom.
8. A senior may study in her bedroom. Seniors are expected to set an example for underclassmen. Seniors are not exempt from any House Rules and are held to a higher standard.
9. All doors will remain open during study hours in the common areas.
10. RAs are available to help students with their studies. The RD or Board may bring in outside tutors as needed. If a student needs to cancel a tutoring session, she is expected to communicate this in a timely fashion with her tutor. Students must contact the Academic Committee with the need for a tutor on a timely basis. Students may check with a tutor for availability and communicate that information to the Academic Committee, but students may not enter into formal arrangements with a tutor directly.
11. Students must submit their Progress Reports, Report Cards, PSATs, SATs, SATIIs, and ACTs to the Academic Committee within 24 hours of receiving them by placing them in the Academic Committee mailbox. All registrations for tests will be made for the Andover High School or Phillips Academy testing locations. The Academic Committee will have access to the Aspen Online Family Portal for each Scholar. College mentors will have access to each student's Naviance account and will need the student's password.
12. In order to maintain an atmosphere that is conducive to study, students should have regard for quiet hours and conditions essential for study and sleep. Quiet hours are to be maintained during study hours. After study hours and/or curfew, students are expected to observe quiet hours in their own rooms.
13. Laundry facilities may be used only with doors shut and electronic devices may only be used with earphones. Either activity may be stopped if the staff member on duty observes that it is hindering study hours.
14. Students may request "late lights" from the RD/RA. If sharing a room with another student, a roommate who requests late lights must study in the common areas designated by the RD.

15. Students are free to control their own bedtime hour as long as good judgment is shown. The RD/RA has the responsibility and authority to treat abuses and to make exceptions on an individual basis.
16. On the evening before scheduled SATs, ACTs or PSATs test dates, participating students must check-in by 10pm to ensure a good night sleep.
17. No study hours will be maintained on Wednesday nights, and students may manage their own time while observing quiet hours. It is expected that preparation for the next day of school is accomplished. All students may study in their rooms. After 10pm, students are expected to observe quiet hours in their own rooms.
18. Students are not allowed to return to the ABC House after 330 pm on Wednesdays and Host Family Weekends when the staff is off-duty. Students should take all necessary items before leaving for Host Family Wednesdays and Weekends. On Friday afternoons of host family weekends if a student participates in an activity after 330pm, the host family may pick up the student's belongings left in the kitchen area by 330pm or left outside on the porch for later pick up. No requests for access to the ABC House should be made of either the RDs or RAs during their free time. Requests for items of a hardship or an emergency nature usually related to medical or academic needs can be made to the ABC President or her/his designee. Designee will be posted.
19. Watching television, playing video games, viewing DVDs, videos, and streaming television programs not related to course work, are prohibited Monday, Tuesday, Wednesday, Thursday and after 6pm on Sunday. Computer video reception equipment is subject to these same rules governing the television set. Television sets are not allowed in students' rooms. Students are not permitted to watch television in staff rooms. The RD/RA may grant exceptions to this rule on specific occasions. Programming for the DVR/TV box in the living room will be made only on Friday through Sunday by 6pm. Rental of On Demand requests will be made with the permission of the RD/RA on duty and will not exceed 2 per weekend.
20. Instruments should not be played during study hours.
21. In order to maintain the security of the ABC House, students must never prop open locked doors. Students must close all doors and report any security concerns to the RD. The door codes should not be shared with non-residents of the house.
22. All scholars must check-in for Study Hours and Curfew. Students will check-in with the RD/RA on duty. If the RD/RA is unavailable, the student must text the RD/RA.
23. Prompt attendance at all meals is required. Phones may not be used during meals. In order to assist the cook in meal planning, students must ask the RD at least two hours in advance for the following privileges:
 - To miss a meal

- To have a dinner guest
 - To come late to dinner
24. Residents are responsible for the tidiness and cleanliness of the House. Each student is responsible for doing nightly and weekly House chores — in the House and on the grounds — and extra jobs upon request of the cook, RDs, RAs and House Manager. Weekly chores must be completed by the designated schedule.
 25. The ABC House is part of a larger neighborhood and community. The care of the exterior of the house and yard are part of the shared responsibilities of the House residents and the Board.
 26. In addition to House chores, students are responsible daily to see that their rooms are clean, free of garbage and dishes, and neat.
 27. An individual's personal privacy should be respected. Students should not be in another student's room unless that person is present.
 28. Students are allowed to arrange and decorate their own rooms. Painting or otherwise altering the room must be cleared with the House Manager. Decorations must be hung in a way that does not harm the walls, e.g. appropriate hooks or contact products, no tape or permanent stick fasteners. Any decoration may be removed at the discretion of the RD or House Manager.
 29. Soiled clothing must be kept in a laundry bag or hamper and washed regularly.
 30. House damage or maintenance issues should be reported to the RD immediately. The person who caused the damage may be responsible for speedy replacement or repair. Anonymous damage is the shared responsibility of the whole House.
 31. Care must be taken that noise or other activities do not bother other members of the House or the neighborhood. Television, stereos, radios, and voice level must be moderate and reasonable.
 32. Students are encouraged to bring their friends to the House. Guests of the opposite sex are to be entertained in the common rooms only. Students must inform the RD/RA of any guests including family members. Weekend guests will be allowed to stay until the time of the student's curfew. No guests are allowed in the House after 7pm on Sunday, Monday, Tuesday, Wednesday and Thursday unless permission is obtained from the RD/RA for the purpose of a group project or study session for school.
 33. Students must consult with the RD if they wish to be out of the House overnight on other than a Host Family weekend or if they wish to have overnight guests in the House. Members of the opposite sex are not allowed to stay overnight. Overnights are not allowed Sunday through Thursday except with the permission of the RD.

34. No pets are allowed on a permanent basis in the House.
35. Scholars, like boarding students at independent schools, are strictly prohibited from possessing or operating a car while participating in the ABC Program. An exception is made for students participating in a driver education course. Students enrolled in this course may drive with the supervision of the driver education instructor or an adult connected with the ABC Program. In addition, according to Massachusetts Law, students will not accept rides with drivers having a Junior Operator License (JOL). Students who wish to be driven by friends, after their JOL requirements have been satisfied, must seek parental permission (see summer packet permission form with signature required).
36. Leaving the State of Massachusetts or neighboring towns of Andover without permission is not allowed.
37. Absence from the ABC House without permission after curfew at night is not allowed.
38. Students, who choose to remain present when house rules are being broken, for unsatisfactory conduct, for a generally unsatisfactory record, for failing probation review, or for conduct injurious to the student or to others, may be subject to major disciplinary action or dismissal.
39. Each student is responsible for reading *The ABC Student Handbook* and complying with the rules and regulations of the ABC Program. Each student is responsible for reading the national ABC Handbook.
40. Students are responsible for reading all posted information on the House bulletin board.
41. Inappropriate use of a mobile device or telephone is not allowed including harassing calls or messages.
42. The conduct of students both online including all social media outlets and away from the ABC Program is accountable in the same way as the conduct of students in the ABC Program and House. Inappropriate use includes, for example, downloading offensive or inappropriate material, sending harassing or inappropriate or fraudulent e-mails or texts, installing software, or downloading free games, utilities, or software.

Infractions of any House Rules may result in disciplinary action including Restrictions, Probation or Dismissal.

PROHIBITED ACTIVITIES

As outlined by national ABC and the ABC of Andover Student Handbook, whether occurring inside or outside of the ABC House, the following are strictly prohibited and are grounds for immediate dismissal from the program. Choosing to remain present during the violation of the following rules may also result in disciplinary action:

Alcohol and Drugs. The use, possession, sale or attempt to obtain dangerous or illegal drugs and substances, drug paraphernalia or alcohol is prohibited in school, in the house, and in the community is not allowed. The possession of empty alcoholic beverage containers and paraphernalia is also not allowed. An exception will be made for Scholars using a drug prescribed by an authorized physician, with the Resident Director's awareness, and adhering to the program's rules of how prescription medication is dispensed.

Gambling. Gambling for money is prohibited.

Tobacco and Smoking. Smoking and possession of tobacco products in school, in the house, and in the community are not permitted. There is no smoking on ABC property or in the House.

Firearms and Weapons. The possession/use/sale of firearms and other weapons including air guns of any sort and BB guns is strictly forbidden.

Fire Safety and Flammable Materials.

- a. Given that ABC is a residential community and considering the inherent danger of fire in such a community, ABC takes fire safety very seriously. That concern starts with student behavior, and no student may have an open flame, use matches, have a lighter, light incense, use any device which produces a flame, or burn candles of any kind including birthday candles (the exception to this policy is the use of birthday candles in the common areas under the supervision of the RD/RA).
- b. Students may not use or have in their possession hot pots, immersion heaters, firecrackers, or explosives of any kind. No appliances may be used in student rooms with the exception of hair dryers and straighteners used with caution. Students may not use irons in their rooms but only in designated areas.
- c. Highly flammable materials such as paint removers, lacquers, gasoline, and other fuels may not be stored or used in student rooms.

Abuse or Theft of Personal or School Property. Personal property includes merchandise taken from private businesses, from other people in the A Better Chance House, from a residence where the Scholar is a guest, or from anyone else in the school or community. Theft of personal property also includes identity theft, unauthorized use of credit, debit, or phone cards belonging to another; or unauthorized use of someone's computer or any other electronic devices. This includes any illegal acts, such as assault or vandalism.

Hazing and Harassment. A Better Chance has a zero-tolerance policy toward harassment and hazing. Harassment is defined as any persistent or chronic behavior – verbal, physical, or sexual – which demeans or offends others. Derogatory statements about culture, race, ethnic origin, religion, gender and sexual orientation that impede an individual's feeling of emotional safety are considered harassment. Unwelcome physical advances, unwarranted verbal remarks, and discriminatory comments are also considered harassment. Hazing is defined as initiating individuals into a group by mandating stressful,

strenuous, or otherwise humiliating activities including conducting any form of initiation, intimidating, or bullying. Any harassment or hazing violations will result in immediate dismissal, the loss of A Better Chance Scholar status and all related benefits.

Sexual Relationships of any kind are considered inappropriate behavior and illegal due to the age of most scholars. Our Scholars need to uphold higher standards than many of their peers in their romantic/physical relationships. While we encourage Scholars to form friendships and even date classmates, it is important to draw a line where sexual relationships are concerned. We have clear rules about Scholars having guests in the ABC House. Scholars are encouraged to bring friends to the ABC House, but it is important for Scholars and their friends of the opposite sex to remain in public areas and common rooms at all times.

Most Scholars are below the age of consent in their states, making sexual relationships illegal. Prosecutors across the country have filed statutory rape charges in recent years against minors, particularly ones engaging in interracial relationships. Aside from the legal issue, A Better Chance of Andover needs to be mindful of its perception in the community. Part of the popularity and support of A Better Chance of Andover comes from its ability to break down stereotypes that people hold about students of color. Sexual relationships are a particularly sensitive topic in that regard and can have a damaging impact on the program as a whole. Finally, the risk of pregnancy and sexually transmitted diseases as well as the emotional impact sex can have on young people make it inappropriate behavior for our Scholars. Therefore, it is essential for A Better Chance of Andover to establish clear expectations for Scholars to abide by in terms of physical relationships.

Use of Motor Vehicles. Our Scholars, like boarding students at independent schools, are strictly prohibited from possessing or operating a car. An exception will be made for Scholars driving a motor vehicle in a school-sponsored driver's education class, with the permission of the RD. Permission also will be given to practice driving only in connection with a driver's education class.

Conduct and Dishonest Acts. These acts of any kind, including conduct judged to be detrimental to the Program, conduct judged to be detrimental to the health or safety of self or others and academic dishonesty are strictly prohibited.



DISCIPLINE

The Discipline System

The primary goal of the discipline system is to educate and guide scholars to make good decisions and to live up to the program expectations of A Better Chance of Andover. Our discipline system is designed to treat students fairly when those expectations are not met. The goal of the ABC of Andover program is for the students to be successful and learn from their experiences.

Disciplinary Action

There are four levels for disciplinary action: Warnings, Restrictions, Probation, and Dismissal. Depending on the severity of the infraction and situation, the Disciplinary Action may start at any level. The Disciplinary Action is intended to help the student to be successful and will be escalated if more education and guidance is required. Parents or guardians will be notified at the warning level. Warnings and Restrictions will be managed by the RDs in collaboration with the ABC of Andover President. No student will be placed on Probation without appearing before the ABC President. Each action must be documented in the student's records. The RDs or ABC President will notify the student's parents or guardians, host parents and the Academic Committee if a warning advances to the Restrictions level.

1. *Warnings*, lasting two weeks, generally require a minor correction and after the third infraction the RDs will administer disciplinary actions to closely meet the needs of the specific situation including but not limited to: additional work duty, grounding, loss of house privileges.
2. *Restrictions*, lasting two weeks, may impose certain limitations on a student's activity including but not limited to:
 - a. The student being grounded and must check in every night, including Saturday, at 5:30 p.m. The student may not have room-visiting privileges.
 - b. Students may not leave the ABC House except for team or other previously scheduled events and appointments.
 - c. The student will not be granted out-of-town travel permissions.
 - d. If Host Family Weekend occurs during Restrictions, Restrictions will be extended during the next weekend.
3. *Probation*
 - a. Probation, lasting eight weeks, is a step short of dismissal from the ABC program for disciplinary reasons. It indicates that the student's position in the program is insecure; it also gives the student a period of time in which to prove that she can meet the standards of the ABC program and should be allowed to remain. The ABC President and Executive Committee will collect feedback for review from the RD, the Academic Advisor and the student's parents/guardians during the determination of Probation. Another student or adult may accompany the student during the review and may make a statement

on her behalf. If a determination of Probation is made, the ABC President will notify the RD, the Academic Advisor, the host parents, national A Better Chance, Inc. (“national ABC”). ABC and the student’s parents or guardians. A Board Advisor will be assigned to the student as a mentor to support and guide the student through the ABC of Andover program during her Probation.

- b. The Board Advisor will develop the Probation contract, keep the contract up-to-date, and meet regularly with the student to review her progress in meeting the expectations of her Probation.
- c. The student’s behavior will be reviewed by the ABC of Andover President at the mid-point of Probation or more frequently as determined by a written contract between the student and the ABC program. As part of this review, the ABC President will collect statements from the RD, the Board Advisor, the Academic Advisor, the host parents and the student’s parents or guardians.
- d. At the end of the eight weeks of Probation there will be an assessment. The student will be expected to 1) reflect upon her behavior that resulted in her being placed on probation and 2) present reasons for the ABC President to permit her to remain with the ABC program. The student may submit other evidence to support her case. The information collected for the mid-point review will be part of the overall assessment of the student at the eight-week review. After consideration, the ABC President and the Executive Board will decide either that the student’s term of Probation has ended, extended or that the student is required to withdraw. If Probation is ended, there will be a determination of a need for follow-up. National ABC will be consulted for advice as part of this process.

4. *Dismissal*

ABC views dismissal from the Program as a last resort. A scholar may be dismissed for unsatisfactory completion of a Probation, whose terms and conditions have been communicated to the student, the student’s parent(s) or guardian(s), the host parents and ABC National.

Scholars may be dismissed for continued unsatisfactory school participation. Scholars are expected to attend all classes, actively participate in those classes and complete work in a timely and proficient manner.

Students may also be terminated for an action of such extreme gravity that it warrants immediate, non-probationary, dismissal as outlined by national ABC and the ABC of Andover Student Handbook. Whether occurring inside or outside of the ABC House, the following are strictly prohibited and are grounds for immediate dismissal from the program. Choosing to remain present during the violation of the following rules may also result in disciplinary action:

- a. **Alcohol and Drugs.** The use, possession, sale or attempt to obtain dangerous or illegal drugs and substances, drug paraphernalia or alcohol is prohibited in school, in the house, and in the community is not allowed. The possession of empty alcoholic beverage containers and paraphernalia is also not allowed. An exception will be made for Scholars using a drug prescribed by an authorized

physician, with the Resident Director's awareness, and adhering to the program's rules of how prescription medication is dispensed.

- b. **Gambling.** Gambling for money is prohibited.
- c. **Tobacco and Smoking.** Smoking and possession of tobacco products in school, in the house, and in the community are not permitted. There is no smoking on ABC property or in the House.
- d. **Firearms and Weapons.** The possession/use/sale of firearms and other weapons including air guns of any sort and BB guns is strictly forbidden.
- e. **Fire Safety and Flammable Materials.**
 - Given that ABC is a residential community and considering the inherent danger of fire in such a community, ABC takes fire safety very seriously. That concern starts with student behavior, and no student may have an open flame, use matches, have a lighter, light incense, use any device which produces a flame, or burn candles of any kind including birthday candles (the exception to this policy is the use of birthday candles in the common areas under the supervision of the RD/RA).
 - Students may not use or have in their possession hot pots, immersion heaters, firecrackers, or explosives of any kind. No appliances may be used in student rooms with the exception of hair dryers and straighteners used with caution. Students may not use irons in their rooms but only in designated areas.
 - Highly flammable materials such as paint removers, lacquers, gasoline, and other fuels may not be stored or used in student rooms.
- f. **Abuse or Theft of Personal or School Property.** Personal property includes merchandise taken from private businesses, from other people in the A Better Chance House, from a residence where the Scholar is a guest, or from anyone else in the school or community. Theft of personal property also includes identity theft, unauthorized use of credit, debit, or phone cards belonging to another; or unauthorized use of someone's computer or any other electronic devices. This includes any illegal acts, such as assault or vandalism.
- g. **Hazing and Harassment.** A Better Chance has a zero-tolerance policy toward harassment and hazing. Harassment is defined as any persistent or chronic behavior – verbal, physical, or sexual – which demeans or offends others. Derogatory statements about culture, race, ethnic origin, religion, gender and sexual orientation that impede an individual's feeling of emotional safety are considered harassment. Unwelcome physical advances, unwarranted verbal remarks, and discriminatory comments are also considered harassment. Hazing is defined as initiating individuals into a group by mandating stressful, strenuous, or otherwise humiliating activities including conducting any form of initiation, intimidating, or bullying. Any harassment or hazing violations will

result in immediate dismissal, the loss of A Better Chance Scholar status and all related benefits.

- h. **Sexual Relationships of any kind are considered inappropriate behavior and illegal due to the age of most scholars.** Our Scholars need to uphold higher standards than many of their peers in their romantic/physical relationships. While we encourage Scholars to form friendships and even date classmates, it is important to draw a line where sexual relationships are concerned. We have clear rules about Scholars having guests in the ABC House. Scholars are encouraged to bring friends to the ABC House, but it is important for Scholars and their friends of the opposite sex to remain in public areas and common rooms at all times.

Most Scholars are below the age of consent in their states, making sexual relationships illegal. Prosecutors across the country have filed statutory rape charges in recent years against minors, particularly ones engaging in interracial relationships. Aside from the legal issue, A Better Chance of Andover needs to be mindful of its perception in the community. Part of the popularity and support of A Better Chance of Andover comes from its ability to break down stereotypes that people hold about students of color. Sexual relationships are a particularly sensitive topic in that regard and can have a damaging impact on the program as a whole. Finally, the risk of pregnancy and sexually transmitted diseases as well as the emotional impact sex can have on young people make it inappropriate behavior for our Scholars. Therefore, it is essential for A Better Chance of Andover to establish clear expectations for Scholars to abide by in terms of physical relationships.

- i. **Use of Motor Vehicles.** Our Scholars, like boarding students at independent schools, are strictly prohibited from possessing or operating a car. An exception will be made for Scholars driving a motor vehicle in a school-sponsored driver's education class, with the permission of the RD. Permission also will be given to practice driving only in connection with a driver's education class.
- j. **Conduct and Dishonest Acts.** These acts of any kind, including conduct judged by the ABC of Andover Board to be detrimental to the Program, conduct judged by the ABC of Andover Board to be detrimental to the health or safety of self or others and academic dishonesty are strictly prohibited.

The ABC President shall make the final decision for dismissal after receiving input from the Executive Committee, the Academic Committee, the RD and ABC National. The student will immediately leave the ABC of Andover program.



HEALTH

Insurance

All ABC students are required to have health insurance and the appropriate health insurance identification card while attending the ABC program. Health insurance may be obtained through National ABC in the event that a student does not have medical insurance; a scholar's family may contact the Andover ABC Board President to discuss payment. Andover ABC has access to limited free medical care and occasional dental care.

Medical Forms

Over the summer, each student will receive several medical forms that include Medical Insurance Coverage, Medical History (including immunizations), and Authorization for Consent to Medical Treatment. The Consent to Medical Treatment form gives authority to Andover ABC, the RD, and host families, to obtain medical treatment for the student while she is living in Andover. These forms are distributed to the host families. The above medical forms *must* be signed and mailed back, or delivered in person, *before* the start of the school year. Andover High School also requires medical forms, which must be returned before the first day of school.

Medical Facilities

Andover has access to a wide range of excellent health care facilities. Lawrence General Hospital is located in Lawrence, approximately five miles from Andover. This facility provides emergency care and a wide range of other health care services. The Andover ABC is fortunate to work with a number of outstanding pediatric primary care doctors in town who see ABC students for well and sick visits. ABC will arrange physician appointments when necessary. The ABC program also has relationships with local counseling services.

Medical Care

Physical examinations, eye examinations, dental examinations, orthodontics, etc. are the responsibility of each scholar's family. Students are expected to take care of routine medical, dental, and orthodontic appointments during school vacations.

Professional fees, laboratory tests or service fees (such as for x-rays, medicines, etc.), or other expenses as prescribed by a health care professional must be paid by insurance or by each scholar's family. The family is also responsible for the costs of prescription and non-prescription medications, and for eyeglasses and contact lenses. ABC does not assume any financial responsibility for medical services.

Andover ABC will help a student access non-routine medical care during the school year. If a student needs medical care, either in the case of illness or a school-related requirement, she should speak with the RD. The RD will contact the appropriate board member or medical facility to arrange for the appointment. Times and transportation will be coordinated with the student. Emergency care will be sought at the nearest emergency facility.

Prescription Drugs

Students are expected to inform the RD of any prescription medication they are taking.

Right to Privacy

ABC students have a right to privacy for all medical conditions or related issues, except in the case of a condition that may affect the student's functioning or health while living in Andover. If such a situation arises, the medical conditions or related issues may be reviewed by the Board President, relevant Board members, and the RD to determine what action is necessary. If a student has a health-related issue that requires privacy she should contact the ABC Board President, who will coordinate with only those members of the Board that might provide critical expertise or support. Any Board member assisting a student in dealing with a medical issue understands that a student's privacy is paramount.



PARENT'S FINANCIAL COMMITMENT

Andover ABC covers many of the expenses the students will have. Families provide students with pocket money, health insurance, and travel expenses not listed below. The ABC Program will pay for and arrange transportation between Andover and home for the following:

- School's start in August or September
- Thanksgiving Break
- Winter Break
- February Vacation
- April Vacation
- School's end in June

The ABC Program requests that families pay \$200 per year to Andover ABC for program expenses. We encourage students to contribute to this payment. No student will be refused admission into ABC or terminated from the program because of a family's inability to pay these funds. (A family may request a waiver by talking with the ABC President.)

Students are allowed to have jobs, after receiving permission from the RD. Juniors and seniors may hold regularly-scheduled jobs. Freshmen and sophomores may accept jobs such as babysitting and yard work.



TRAVEL

ABC of Andover's Travel Coordinator will arrange transportation to and from Andover for five school vacations (Thanksgiving, December/Holiday, February/Winter, April/Spring and June/August). **No transportation will be arranged without confirmation of dates from the student and parent/guardian.** The Coordinator arranges transportation between the ABC House and a designated arrival or departure location. Girls are expected to transport themselves to or from the designated meeting place. The parent/guardian should make sure that their student is at the meeting place on time. If a student misses the pre-arranged time, then it becomes the student's or parent's/guardian's responsibility to cover the cost and arrangements to return to the ABC House.

ABC students should arrive promptly at the beginning of the school year and depart on time at the end of the school year. Students will be notified of specific arrival and departure times. Before school vacations, students are expected to remain at the ABC House through the end of all scheduled classes and exams. The RD may adjust the departure time in a case of extenuating circumstances.

Special Arrangements

- The RD and Travel Coordinator must be notified as soon as possible if a student cannot go home for vacation. The RD will make alternative arrangements after talking with the student's parent/guardian and the ABC Executive Committee. The ABC House is closed during host family weekends, school breaks, and vacations. Students may not remain in the ABC House when the house is closed.
- **A parent/guardian must request permission in writing, by phone or by email,** the RD and Travel Coordinator if their student wants to travel to someplace other than her home address. The RD must have the written request before the student may leave the ABC House. The student's parent/guardian is responsible for arranging and paying for the trip.

Seniors

Seniors must remain in Andover from the time their last classes and exams are finished until graduation day and any ABC-sponsored festivities are completed. Seniors are required to leave the ABC House within a reasonable amount of time after ABC- and school-sponsored activities end. The RD will determine seniors' departure time.

Travel to/from the scholar's home for school vacations are paid for by ABC of Andover.

NYC

- Bus transportation will be used as Amtrak and Air are too expensive.
- Greyhound – Arrivals to NYC at Port Authority – this ticket is non-cancellable and cannot be rescheduled. Greyhound charges an \$18 gift fee in addition to the cost of a ticket when the purchaser is not travelling with the student. This gift fee is added only once if multiple

tickets are bought for the same schedule. During the winter, we will try to buy tickets on Greyhound as the Port Authority provides shelter in case of bad weather.

- BoltBus – Arrivals/departures to/from NYC at 1st Ave between 38th and 39th Streets – this ticket can be rescheduled 24 hours in advance by phone for a \$4 fee.
- Megabus – Arrivals/departures to/from NYC at 34th Street between 11th Ave and 12th Ave across from the Javits Center – this ticket can be rescheduled 24 hours in advance online for a \$1 fee. Megabus also does not require a ticket in the scholar's name making it the easiest ticket to reschedule.
- BoltBus and Megabus are located near Penn Station (234 W. 31st Street-Pennsylvania Station-8th Avenue and W. 31st/33rd Streets) with outside drop-off and boarding. There is no shelter in case of bad weather which is more of an issue when waiting for a bus back to Boston. If there is any doubt about travel plans, tickets should be bought for BoltBus or Megabus.
- There are no refunds on any buses. If a bus is missed, all three buses will let a student ride standby for that day only.

Connecticut

- Greyhound – An \$18 gift fee is added to the cost of a ticket – this ticket is non-cancellable and cannot be rescheduled.
- Amtrak – A ticket will be purchased only if it is at the best price – this ticket can be rescheduled.
- There are no refunds on any buses or Amtrak. If a bus is missed, Greyhound will let a student ride standby for that day only.

All Other Destinations

- If possible, non-stop flights are purchased.
- West Coast students will chose either February vacation or April vacation to go home.

General

- Parents and host families will be copied on travel confirmations.
- Parents will be contacted if a request is received from a scholar to travel to places other than home at vacation times.
- In the case where a student goes to a location other than home for a vacation, the student pays for the difference in the cost going home from going to another location.
- If a student's plans are changed after a confirmed commitment, the student may have to pay for a new ticket.
- If there is a half-day of school before vacation, students may leave the night before.
- If there is a full-day of school before vacation, students will leave after school is dismissed.
- Scholars will return on the day before school resumes.

Guidelines for Personal Travel at times other than school vacations

- The Coordinator arranges transportation between the ABC House from Andover to home or another location outside of Massachusetts including tickets during scheduled vacations and rides to and from South Station and Logan International Airport for all trips.

- Occasionally a student is required to go home at a time other than the scheduled vacations. Parents should request permission in writing, by phone or by email from the RD before the student may leave and before any arrangements are made.
- The parent/guardian is responsible for arranging and paying for the trip. The Travel Coordinator will arrange for transportation from the ABC House to Logan, South Station and other locations. Experience has taught us that frequent home visits hinder students' adjustment to Andover and interferes with House unity. ABC of Andover strongly discourages extra home visits **especially before Thanksgiving and exams.**
- Please provide a copy of the bus/train/plane ticket to the Travel Coordinator. A discussion should take place as to the timing of the tickets as ABC of Andover is responsible for rides to and from South Station and Logan International Airport.
- Parents are responsible for paying for scholars' extra trips at times other than vacations.
- If a parent cannot purchase a ticket online, the Travel Coordinator will buy the ticket to be reimbursed by the scholar.
- If a scholar has a debit card in her name, Greyhound tickets can be purchased avoiding the \$18 gift fee.
- If multiple students are going home on the same weekend, it is important that they leave and arrive at the same approximate time to coordinate the needed rides.



TRANSPORTATION GUIDELINES

Extracurricular Transportation Guidelines and Expectations for ABC Scholars:

- 1.) All driving requests are to go through the Transportation Coordinator (“TC”). Students should not contact drivers directly unless TC gives permission to do so.
- 2.) On Sunday, the TC will distribute a weekly driving schedule via email between 7:00-8:00pm. Students are responsible for reading these emails in a timely fashion and being aware of their weekly driver-activity assignments.
- 3.) Good communication is imperative! If you’re running late and/or the activity is cancelled, please contact your driver immediately. If you have 2 drivers (to and from), cancel both. Please make sure all drivers’ contact information is in your phone.

Failure to communicate a cancellation or keeping a driver waiting without notification will result in the following:

- First and Second Offense: Student will apologize verbally to the driver and follow-up with an email or a hand-written note.
- Third Offense: A Warning will be issued to the student. The primary goal is to be proactive and educate students by developing a behavioral management plan to incorporate corrective actions when rules are broken. The RDs will administer disciplinary actions including but not limited to: elimination of rides to extracurricular activities and notification of the student’s parent or guardians. If an extracurricular activity will be missed, it is the student’s responsibility to inform coaches, club director, etc., that you will be absent.
- A Fourth Offense will indicate that a student is not willing to comply with ABC rules, and a meeting with staff and parents or guardians will be held to determine future action.

Driving Request Procedure:

- For activities lasting more than a day: Please complete the Driving Request Form (see attachment) and email to TC. If you’re on a sports team, it’s okay to forward game and practice schedule instead.
- Short-term or last minute driving requests: A Driving Request Form can be submitted or a text/brief email is fine too; however, please ensure **all** the necessary information is included.
 - Example 1: “Tomorrow I’m meeting with a teacher after school. Could you find someone to pick me up at AHS at 3:00pm? ”
 - Example 2: “My coach just called a team meeting for today. Can someone pick me up at the Field House at 3:30pm? ”
 - Example 3: “Next Monday there’s a volunteer meeting at Cor Unum. I need to be picked up at the House at 3:00pm and I should be finished by 4:30pm. The address is 191 Salem Street, Lawrence, MA. Thank you!”

Weekend Requests need to be submitted to RD/RA by Thursday evening so that they can be factored into the weekend schedule. Last minute requests may be discussed with the RD/RA on duty, but they are not required to fulfill those requests. If they are unable to provide a ride, contact the TC.



DRIVING REQUEST FORM

Your Name:

New activity that requires a ride:

Start Date:

End Date:

Pre-Activity Pickup Instructions

- * List exact location of pick-up: (please be specific, i.e., ABC House, AHS front circle, Collins Center, etc.)
- * What time does activity begin?
- * Desired time of pick-up:

Drop-off Instructions:

- * List address or specific details about location of drop-off: (i.e., Field House, Collins Center, Essex Art Center-56 Island Street, Lawrence, MA)

Post-Activity Pickup and Drop-off Instructions:

- * Time of pick-up?
- * If applicable, list any changes in location for pickup after activity:
- * If drop-off is anywhere besides the ABC House, please provide address/location.



SUMMER ENRICHMENT

It is the desire of A Better Chance of Andover to help each of our scholars find a summer enrichment activity. Each student depending on her age and interests may have different opportunities available to her from local community activities, volunteering, working, SAT prep, sports camps, leadership conferences, scholar workshops, to educational travel. She may apply to between 1 and 3 programs and expect to be able to attend one. Parents are encouraged to pursue opportunities as well. Each year ABC of Andover plans to provide a small budget per scholar toward enrollment fees.

In order to facilitate this application process, our Resident Director will be able to sign for the student as the guardian on applications. This avoids mailing applications back and forth unless a parent has access to a scanner or fax machine. Usually, deadlines come quickly making this necessary. However, if one of our scholars is accepted into a program, a parent must at that time sign the enrollment forms. This is required as these programs take place during the summer months when ABC of Andover is no longer responsible for the students.

Finally, in order to apply for financial aid, these programs require parents' federal tax returns and W-2s for the last two years. These documents should be on file with ABC of Andover so that Board Members may assist scholars in completing applications. Applications generally start to be due by the first of January.

These applications for summer enrichment programs are a great prelude into the college applications process. Essays and resumes are written and saved for the next time. The scholars must contact their teachers and guidance counselors for recommendations and transcripts. These are all learning activities for the students.



HOST FAMILY

Each student is assigned a Host Family who is from the community and has applied and been accepted to fulfill this role. Acknowledging that each student is unique in their personality, needs, and experiences and that the Host Family has its own characteristics, the relationship between the student and their Host Family is necessarily fluid and dynamic.

Host Families will be asked to take in a student of possibly a different cultural and social background. This will be challenging for both the Host Family and the student but also an opportunity to learn from each other and to form lasting friendships. The intent of the relationship is to provide the student with emotional support and an opportunity to experience life in the community from a family perspective. The Host Family has the opportunity to build a relationship with an adolescent and engage in student life from the perspective of the student. The following principles can be helpful in the process.

1. The Host Family encourages the student to be part of their family, yet understands that the family's style of interaction may be quite different from the student's home family.
2. A guiding principle of the ABC program is that students will return to their original environments and that the Host Family should avoid anything that interferes with the students' primary loyalties to their homes and families.
3. The Host Family encourages the ABC student to be involved in the community and in a broad range of activities that may be new to them. The Host Family can support this process by having their student participate in a variety of leisure-time activities, meeting new people, seeing different sights, and visiting colleges.
4. The Host Family should be cautious about encouraging church attendance, and should be aware of the student's wishes in relation to church-related activities. Some students may wish to participate with a particular denomination; in such cases ABC will make every effort to make that possible.
5. Host Families should feel free to write or call the student's family. An open relationship with the family often supports the Host Family relationship with the student.
6. Open communication between the Host Families and the RD is important. Several meetings are scheduled throughout the year to discuss both specific and general issues and to coordinate activities. However, the Host Family can call the RD directly with a question or concern. The Host Family Liaison from the ABC Board is also available for this purpose.
7. Host Family nights are Wednesday after school until the student's specific curfew. Host weekends occur once each month, from Friday after school to Sunday or Monday evening's curfew time. Approximately two three-day weekends are assigned to Host Families. The Host

Family should be clear with their student about transportation to their home after school. Luggage can be picked up in the back hallway at the ABC House on the Friday of Host Family weekend. Host Families are welcome to visit with their student at other times, either at the ABC House or at their home. Any extraordinary visits should be cleared with the RD. Also if a student will be late from a Host Family evening or weekend, the RD must be notified.

8. Students are not allowed to make or receive calls during Quiet Hours. In an emergency, Host Families can call the RD during these times in order to contact their student.
9. Students are not allowed to drive motor vehicles. The one exception to this is if they are involved in a driver education program. See the ABC House Rules.
10. The Transportation Coordinator coordinates transportation between Andover and Boston at school vacation times, as well as at the beginning and end of the school year. The coordinator will sometimes ask Host Parents to help.
11. Host Families are sometimes asked by their student to drive on other occasions; however, a Host Family is not obligated to drive and should feel free to say “no.”
12. The Host Family will be invited to approximately four meetings throughout the year to discuss general concerns regarding the Host Family role. There will be a meeting with school personnel once during the year for freshman students and for others, if necessary. Several social functions (such a holiday party and graduation party) are held throughout the year and Host Family members are encouraged to attend. The Host Family will receive monthly board meeting minutes and is welcome to attend board meetings. They will also receive progress reports from Andover High School.
13. The Host Family will receive an emergency permission slip and medical insurance information about their student. Andover ABC may have access to free medical care and limited dental care. Because medical coverage is limited, it is important to clear any non-emergency situation with the RD or the Host Family Liaison. Host Families are not responsible for medical expenses.
14. Students are responsible for their own day-to-day expenses. Host Families may choose to pay for small items, especially on Host Family Weekends. Rule of thumb would be to treat students the same as the family’s children. For birthdays and some holidays, gifts are appropriate but should not be lavish. If a Host Family would like to make a special donation, a contribution to the whole program is most welcome. In the past gifts of food, concert or movie tickets, furnishings, or a party have enhanced the program.
15. A Host Family may invite their student to stay with them for a vacation period if the student does not go home.
16. New Host Families are recruited in the spring of each year for new students and in the rare instance that an upperclassman may need a new Host Family.
17. Students, their families, and host families who have concerns or questions regarding the Andover ABC program and their interactions should contact the Host Family Liaison, the RD, or the Board President.