



A BETTER CHANCE
ANDOVER

134 Main St
Andover, MA 01810

STUDENT HANDBOOK

2023-24

A Better Chance of Andover Student Handbook

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MISSION

Opening the door to greater educational opportunities since 1967.

Mission: To reduce inequity in education by providing young Black, Indigenous, People of Color (BIPOC) academic and leadership opportunities.

Since 1967, A Better Chance of Andover has been empowering talented youth to achieve their dreams through education. Our nonprofit program offers academically-gifted students of color the opportunity to attend Andover High School, one of Massachusetts' top performing schools. At Andover High School, ABC of Andover Scholars grow into well-rounded individuals, excelling in the classroom and developing leadership skills as they prepare for college.

Thanks to donor and community generosity, our students live in a house dormitory on Main Street in downtown Andover with support and guidance from a network of committed volunteers. We continue to close the education gap for students of color in American society and change lives, one young person at a time; and we proudly embrace the everlasting impact that our students have on residents in the town of Andover.



HISTORY

The Town of Andover has a long history of community activism and of fine public and private educational institutions since its incorporation in 1646.

A Better Chance of Andover is the oldest public Community School Program (CSP) in the state of Massachusetts and one of the first in the nation. It is now the oldest of all the CSPs. The ABC of Andover nonprofit organization 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 4-1 margin in a secret ballot, one of the few ever held in the Town. The agreed charter with the Town was to fund scholarships for 10 Scholars at the public high school.

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 for a group of 10 young men. The first class graduated from Andover High School in 1969. In 1973, the program requested six additional scholarships from the School Committee so that a second residence for girls could be opened at 64 Bartlet 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 and the last young man graduated in 1984.

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.

Since 1967, A Better Chance of Andover has assisted nearly 150 students in pursuing 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 dormitory. The RD is expected to operate within the guidelines set forth by the ABC of Andover Board of Directors, including those stated in this handbook. The RD teams with the Academic and other committees to develop the students' academic and social growth.

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

- House Rules
- Discipline

Although it is the RD who has the responsibility for the daily management of the dormitory and the household, personnel, and students, ongoing supervision of the Program is the responsibility of the ABC of Andover President with input from the Board of Directors and 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 of Andover President.



ACADEMIC GUIDELINES

As a college preparatory program, the objectives of A Better Chance of Andover (ABC of Andover) are to provide a quality secondary school education for the BIPOC students enrolled in our program and empower them to explore their interests, pursue their talents, and develop their leadership skills.

ABC of Andover 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 in college preparatory classes at Level 2 College Prep, Level 1 Honors, Level 5 Enriched or Level 7 AP.

ABC of Andover supports Scholar learning and personal development in many ways. Each student has a 1:1 relationship with an assigned Academic Advisor (AA) who serves as their academic mentor. The AA works with the student on course selection, extracurricular activities and summer enrichment. The Scholar is expected to meet each week with their AA either virtually, via the phone, or in-person. Scholar communication with their AA is an important working relationship and Scholars should respond to texts or emails within 24 hours and expect the same from their Advisor. The Academic Committee will have access to the Aspen Online Family Portal, Schoology, and other academic tools for each Scholar. The AAs monitor academic performance and partner closely with the assigned Guidance Counselor at the high school. The AA also partners with the Resident Director (RD), and the RD and Resident Assistants (RA's) are available to review work or provide academic assistance during study hours.

Scholars are expected to take ownership of their learning. This includes taking full advantage of the "H-Blocks" for personalization and advisory which are built into the high school schedule and scheduling after class meetings when necessary to obtain help from teachers. Tutors are provided to ensure the Scholar has the resources needed to reach their full potential for academic excellence, to proactively provide extra support in particularly challenging courses, and as a homework partner where more practice and time is needed to ensure mastery. While the AA will monitor the Scholar's status periodically, students are accountable for their own academic performance. They should proactively monitor their assignments, due dates and grades, and should request help whenever necessary. Self-advocacy and taking full advantage of the resources available is an important life skill that students need to exercise, not only in high school, but also in their college years and career.

The student and Academic Advisor review academic progress together when report cards are issued, celebrating goals attained and outlining plans to address challenges. They report their findings to the students' families and guardians and to the Board's Executive Committee. Scholars are expected to keep their parents informed about their academic performance on an ongoing basis, and parents are encouraged to reach out to their child's Academic Advisor.

Course Selection and Summer Preparation

Course selection occurs in the spring for enrolled Scholars, who will meet with their Andover High School (AHS) guidance counselor and consult with their Academic Advisor. Final course registration requests must be approved by the AA. Incoming first-year Scholars will have their courses selected during the summer by the AHS guidance counselor in collaboration with the Academic Chair.

Summer reading is assigned by AHS to all students. Online coursework and/or tutoring over the summer may be required for returning and/or new Scholars to ensure course readiness and to give the new Scholars a foundation in math and the sciences as taught at AHS. Study skills will be emphasized and addressed with each student.

Standardized Testing

The Academic Advisors will offer and arrange for SAT and/or ACT prep for juniors and seniors after assessing each student's academic needs and working within the program budget for standardized test prep programs. Scholars must submit PSAT, SAT and ACT results via email to their Academic Advisor within 24 hours of receiving them and by placing any paper results received in the Academic Committee mailbox.

Grading

ABC of Andover uses AHS unweighted and weighted grading system to evaluate student performance and for determining academic honors and probation. *A table listing the value of each grade for the weighted GPA is at the end of this section.*

Academic Honors

Each term, Andover High School recognizes strong academic performance by designating the following honors distinctions on term report cards:

High Honors: no grade lower than an A-
Honors: no grade lower than a B-

Please refer to the AHS website and the AHS Student Handbook (<https://aps1.net/DocumentCenter/View/8447/AHS-Handbook-Published-2021-22>) specifically the **Academic Expectations** section (**Section II.h**).

Academic Minimum Standards

AHS graduation requirements are listed at the end of this section. AHS uses a weighted GPA (provided in a table at the end of this section). ABC of Andover expects that Scholars earn Honors (all As & Bs) or better.

In addition, Scholars are expected to achieve conduct and effort grades of “Excellent” and at a minimum, students should achieve conduct/effort grades of “Good”, must attend all classes, actively participate in all classes, leverage all resources available at school and from ABC of Andover, and strive to complete work in a timely and proficient manner.

Academic Warnings

The Academic Committee will reassess a Scholar’s activities and structured study hours when a Scholar receives a C or below in any class, if effort grades at unacceptable levels of “Good” or “Poor”, or due to excessive tardiness. If necessary, additional supervised study hours may be added and extracurricular or social activities may be limited. Other steps may be taken to address attendance or tardiness issues.

If academic performance does not improve, the Scholar will receive a written academic warning from their Academic Advisor that communicates clear expectations for how the Scholar needs to change their behaviors, and outlines any new support to be put in place (e.g., tutoring, coaching) or any new restrictions to be implemented. The Scholar will sign the warning to confirm receipt and understanding.

Academic Improvement Plan (AIP)

If a Scholar does not maintain the academic minimum standards, and improvement is not seen after academic warnings, an **Academic Improvement Plan (AIP)** will be implemented with the Scholar, outlining the actions that they need to take to improve their academic performance and any additional support or restrictions needed to help them succeed.

A student may be placed on an AIP for two reasons: low achievement or academic misconduct.

- Low achievement is defined as performance below the academic minimum standards stated above, or a single term grade below a C-.
- Academic misconduct includes, but is not limited to, excessive tardiness (see House Rules Attendance Procedures), cutting classes, consistently poor effort, plagiarism, cheating, dishonesty or any action that the Academic Committee judges to be inconsistent with the ABC of Andover program.

Before an AIP is implemented, a Scholar will have received a written warning from their Academic Advisor that communicates clear expectations and they will have been given an opportunity to improve their academic performance.

An AIP is not intended to be punitive. Rather, it alerts students, parents, and advisors to the seriousness of the situation and provides the opportunity for behavior modification and/or improved academic performance. Students are already aware of their academic progress from their attendance in class and regular review of their grades. Parents are also informed of their child's grades each term. An AIP is intended to encourage students experiencing academic difficulty to improve their study habits and take full advantage of help from available sources, and encourage their parents to support them in their efforts.

The AIP will outline the conditions necessary to improve performance and meet the expectations of the ABC of Andover program. The steps required will be customized to the situation (e.g., extra study time, use of specified resources, behavioral change to ensure on time attendance). The intent of an AIP is to place an increased focus on academic risk areas with the goal of improving performance.

The AIP document will be placed in the student's ABC of Andover academic folder. In addition, ABC of Andover will notify the student's parents or guardians, the Executive Committee, the RDs, and national ABC.

If the Scholar demonstrates improvement, certain requirements or restrictions in the plan may be removed after the plan's designated period ends. If the Scholar does not demonstrate improvement, the Scholar could continue on the plan. Those who were notified originally will be updated with the outcome.

Academic Dismissal

The Academic Committee may recommend dismissal of a student if they have been on an AIP for two terms in one school year or more, unless there are extenuating circumstances. A dismissal for academic reasons would typically occur at the end of the academic year, but could occur during the school year. First year Scholars will not be dismissed solely for academic reasons before the end of their first academic year.

The ABC of Andover President makes the final decision on dismissal, after consulting with the Executive Committee, the Academic Advisor and Academic Chair, the Resident Director, Health and Wellness Coordinator, and other appropriate people (e.g., AHS staff, the Scholar's family). The Scholar's behavior and effort are taken into account. Dismissal may be recommended when all avenues of reasonable academic support have been pursued but there has been little indication of satisfactory progress, when continued demonstration of willful neglect of work is shown, or when there is no likelihood that the student will be able to meet the graduation requirements.

See the "Discipline" section of this handbook for more details on the process for Academic Improvement Plans and the steps before Dismissal would be considered.

Community Engagement

Students are encouraged to volunteer in the community during their tenure at ABC as part of the overall academic experience of the program. In addition to building character, confidence and a strong work ethic, volunteering can help students learn important life skills and develop meaningful connections with a diverse group of fellow community members, all of which can be beneficial during college, career planning, and throughout adulthood. Additionally, students must complete a community service requirement (outside of school) if they will be applying for induction into the AHS National Honor Society.

There are many options available for students to volunteer based on their areas of interest and learning pathways selected. Scholars can consult with their Academic Advisor, AHS Guidance Counselor, Resident Director or their Host Family to learn about both short term and ongoing opportunities. Some examples:

- The greater Andover community has many non-profit organizations that welcome student volunteers.
- We encourage Scholars to participate in Andover's "Day of Service" in recognition of Martin Luther King Jr. Day.
- Andover High School has several student-driven clubs that are focused primarily on community service.
- Depending on students' program of studies, consider enrolling in a Community Service course or program at AHS, where students serve as a peer mentor for other students with different learning abilities, or participate on a unified sports team to support student athletes with varying abilities.

Students are expected to remain in good standing with their academics while balancing their community service and volunteering commitments.

College Counseling and Applications

A College Counselor will work with each 10th and 11th grade student to assist in the college selection process working in concert with the AHS guidance counselor and in collaboration with the Scholar's Academic Advisor. They will guide and coach the Scholar through the college application process and the financial aid process, consulting with outside advisors as needed. Support is also provided to assist with college essay writing. The College Counselor will have access to each student's AHS Aspen account and the student will need to give the College Counselor access to their SCOIR account.

For Reference: Weighted Grade Point Average

Only academic and leveled courses are used in the AHS calculation of the GPA. All grades in Level 2 and 3 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
F	59-below	0.0	0.0	0.0	0.0

For Reference: AHS Graduation Requirements

English -----	4 credits
Social Studies (World History, The Modern World, US History) -----	3 credits
Mathematics -----	4 credits
Science -----	3 credits
World Language* (a single language) -----	2 credits
Physical Education -----	2 credits
Health Education -----	1 credit
Arts: Performing/Visual or Digital Learning -----	1.5 credits
Electives -----	3.5 credits

**4 credits of a world language are recommended*

Total credits required for graduation: a minimum of 24 credits

All students should register for 7.0 credits and will also have 5 “H-Blocks” as part of the AHS rotating schedule.



HOUSE RULES

The development of mutual respect between the Resident Director (RD), the RD's family, Resident Assistant(s) (RA), and Scholars 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 rules serve to enhance the functioning of the A Better Chance (ABC of Andover) program. Individual exceptions to these rules must be requested from the student to the RD or the ABC President.

- ABC promotes a culture of honesty, community, and mutual trust. Students are expected to treat one another, and adults involved in the ABC program with respect and should expect the same from those adults. Students will always use appropriate language.
- Each Scholar is responsible for reading *The ABC of Andover Student Handbook* and complying with the rules and regulations of the ABC of Andover program, which includes required national program rules.
- Students are responsible for reading all posted information on the House bulletin board including guidelines from the national program office.

School Attendance Expectations

Regular and punctual school attendance fosters the essential foundation for achieving academic success and assists in developing habits necessary for college 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. Skipping classes, unauthorized absences, and/or excessive tardiness are serious infractions which will result in notification to parents or guardians and ABC of Andover disciplinary actions. (See the "Discipline" section of this handbook.) Also, as per the *Andover High School (AHS) Student Handbook*, academic consequences and/or after-school detention may result. Students are reminded that absences and tardies are part of their AHS record and tallied on progress reports.

- **Illness**

In the case of illness, the RD and Health and Wellness Coordinator (HWC) must be directly notified before 7:00 a.m. If neither of them is available, the student should contact the ABC of Andover President. A student MUST have permission from the HWC or RD to stay home from school. The adult giving permission must notify the staff, HWC, ABC of Andover President and HF Coordinator if it is a Host Family night.

If a student becomes sick while at school, they need to report first to the school nurse. If the nurse determines that the student is too ill to remain in school, the nurse will call the HWC to obtain permission and coordinate pick-up for school dismissal. The student may be dismissed from school by the HWC primarily, the RD, or the ABC of Andover President. The person authorizing dismissal will identify a driver, confirm the post-dismissal plan with the school, arrange for coverage at the dorm or other location, and text the plan to the staff and HWC. The HWC (or RD or ABC of Andover President, if necessary) will call the parent/guardian in the event of a serious illness or accident. Less serious illnesses should be communicated by the student [to parents/guardians?] with follow-up by the HWC.

- Tardiness

The student is responsible for setting alarms and waking up for school (and scheduled activities). 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, 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. A student may also walk to school provided they arrive on time for class.

- Attendance Consequences

- a) Students receiving one unexcused absence and/or three tardies within a term will be subject to disciplinary action.
- b) The student will be required to discuss their absences with their Academic Advisor (AA) and the RD and explain the reasons that they are having difficulty attending school and meeting their commitments.
- c) If absences or tardies continue, the student will be required to meet with the ABC President and could be subject to further disciplinary action.

See the “Discipline” section of this handbook for the disciplinary process.

- Other attendance expectations

Prompt attendance at all meals is required. Any exceptions must be approved in advance by the RD. Phones may not be used during meals. In order to assist the cook in meal planning, students should notify the cook in advance (the day before, or at latest, that morning) if they will need to miss a meal due any previously approved commitment, due to an approved change in plans, or to bring a guest.

Study Hours, Quiet Hours and Curfews

- **Students must follow the House study hours and curfews that are listed below.** *The RD may adjust the time of supervised study hours with the approval of the ABC of Andover President if it better suits the needs and overall schedule of the house, but students must adhere to the schedule that is established and posted.*
- All scholars must check-in for study hours and curfew. Students will check-in in person with the RD/RA on duty. If the RD/RA is unavailable, the student must text the RD/RA.
- **Absence from the ABC of Andover dormitory without permission after curfew is strictly prohibited.**

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

* Time expected to return to house on Host Family Sunday and Tuesdays

** Lights Out – see rules for quiet hours and lights out below.

*** Students manage their own study time after their return on HF night.

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.

- During study hours, each student must be at their 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/guardians 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 not to disturb an atmosphere that is conducive to study. Quiet hours are to be maintained during study hours.
- 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.
- 9th and 10th grade students will attend study hours in the study room, computer room, dining room, living room tables, or other designated areas on the first floor.

- An 11th grade student who receives AHS Honors in the prior term may study in their bedroom with the door open. This privilege is reviewed each term and is proposed by the AA to the RD who makes the final decision based on observed study habits.
- A 12th grade student may study in their bedroom with their door open unless otherwise told not to based on academic concerns.
- All doors will remain open during study hours in the common areas and in individual rooms.
- RAs are available to help students with their studies. The RD or AA may bring in outside tutors as needed. If a student needs to cancel a tutoring session, they are expected to communicate this to the tutor the day before and arrange to reschedule, keeping the AA and RD informed. Students must contact their AA with the need for a tutor on a timely basis. Students may check with a tutor for availability and communicate that information to the AA, but students may not enter into formal arrangements with a tutor directly.
- 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.
- Laundry facilities may be used only with doors shut and electronic devices may only be used with earphones. Either activity will be stopped if the staff member on duty observes that it is hindering study hours. Musical instruments should not be played during study hours.
- 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.
- When a student is cited three times for no longer showing good judgment regarding the ‘lights out’ bedtime, they will be referred for disciplinary action.
- On the evening before scheduled SATs, ACTs or PSATs test dates, sports events, or performances, participating students must check-in by 10pm to ensure a good night's sleep.
- No study hours will be maintained on Host Family nights and students may manage their own time while observing quiet hours and preparing for the next day of school.

Dormitory Rules on Host Family Days

- Students are not allowed to be present in the ABC dormitory after 3:45 pm on Tuesdays and after 4:00pm on Fridays of Host Family weekends when the staff is off-duty. Students should take all necessary items before leaving for Host Family Tuesdays and weekends.

- On Friday afternoons of host family weekends if a student participates in an activity after 4:00 pm, the host family may pick up the student's belongings left in the kitchen area by 4:00 pm or left outside on the back porch for later pick up.
- No requests for access to the ABC dormitory should be made of either the RDs or RAs during their off-duty free time. Requests for items of a hardship or an emergency nature usually related to medical or academic needs can be made to the Host Family Coordinator, Health & Wellness Coordinator, or to the ABC President (or their designee if one has been communicated).

Television and Media

- Watching television, playing video games, viewing DVDs, watching online videos, and streaming programs not related to course work, are prohibited Monday, Tuesday after Host Family night, Wednesday, Thursday, and after 6 pm on Sunday. Computer and mobile device video access is subject to the 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 available only on Friday through Sunday by 6pm if previously recorded during the weekdays.
- Rental of Verizon TV On Demand, Redbox DVDs or other paid programming requests will be made with the permission of the RD/RA on duty and will not exceed two per weekend depending on cost. Other paid subscriptions are available on the dormitory televisions and mobile devices can be connected or cast from student's own devices during the allowed viewing hours.

Cleanliness and Care for the House

- In order to maintain the security of the ABC dormitory, students must never prop open locked doors. Students must close all doors and report any security concerns to the RD. The exterior door codes should not be shared with non-residents of the dormitory. Scholars are not to use the Resident Director's front door.
- Staff and Scholars are responsible for the basic tidiness and cleanliness of the dormitory. Each student is responsible for doing designated nightly chores on a rotating basis and weekly House chores as assigned — in the dormitory and on the grounds — and extra jobs upon the RD's request. Weekly chores must be completed by the designated schedule. In winter, Scholars assist the staff with clearing snow from entrances and sidewalks. The parking lot will be plowed by a paid provider and the streets are cleared by the Town of Andover.
- In addition to House chores, students are responsible daily to see that their rooms are clean, free of garbage and dishes, and neat.
- Soiled clothing must be kept in a laundry bag or hamper and washed regularly.

- Students are allowed to arrange and decorate their own rooms or section of room if shared. Decorations must be hung in a way that does not damage the walls (e.g., approved hooks or contact products, no tape or permanent stick fasteners). Any decoration may be removed at the discretion of the RD or House Manager. The House Manager is available for consultation and installation of any decorations and safe movement of any furniture. No painting of rooms is allowed.
- 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 household. Students and Staff will report maintenance issues to the House Manager in a timely fashion.

Courtesy and Respect for Others

- ABC of Andover 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 household residents and the Board. The House Manager will assist in identifying the maintenance program and the division of tasks between the household, the Board/volunteers, and paid providers.
- Care must be taken that noise or other activities do not bother other members of the household or the neighborhood. Television, stereos, radios, and voice level must be moderate and reasonable.
- An individual's personal privacy must be respected. Students should not be in another student's room unless invited and that person is present. The Staff team may enter a Scholar's room and will announce themselves before entering. The House Manager will need to enter a room at times with a provider or to conduct their work maintaining the dormitory and will provide notice of planned service.

Phones & Social Media

- Inappropriate use of a mobile device or telephone is not allowed including harassing calls or messages from an individual's devices or any dormitory technology. The RD will monitor the use of cell phones during group situations such as dinner or meetings and request that they not be used if the RD feels that is appropriate.
- 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 dormitory. Inappropriate use includes but is not limited to, downloading offensive or inappropriate material, sending harassing or inappropriate or fraudulent emails or texts, installing software, or downloading free games, utilities, or software.

Guests

- Students are allowed to bring their friends to the House during supervised hours. Guests are to be entertained in the first floor common rooms only and not upstairs. Doors to the common rooms must remain open during the visit. Students must obtain permission from the RD/RA in advance of any guests including family members. Weekend guests may be allowed to stay until the time of the student's curfew. No guests are allowed in the dormitory after 7pm on Sunday, Monday, Tuesday, Wednesday, and Thursday unless permission is obtained from the RD/RA for the purpose of a school project or study session.
- Students must have the permission of the RD if they wish to be out of the House overnight (other than a Host Family weekend) or if they wish to have special permission for overnight guests in the House.
- Visits from family members are welcome but should be approved in advance with the RD and with enough notice so that both the family and RD can confirm that the visit is conducive to the Scholar's availability, ABC of Andover activities, and house plans.

Other Rules

- No pets are allowed on a permanent basis in the dormitory.
- Scholars, like boarding students at independent schools, are strictly prohibited from possessing or operating a car while participating in 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 have parental permission (see summer packet Travel Permission form with signature required).
- Students are allowed to have jobs, after receiving permission from their AA and the RD who will confirm that the job will be compatible with the student's academic and enrichment commitments. 11th and 12th grade students may hold regularly-scheduled jobs. 9th and 10th grade students may accept only temporary jobs such as babysitting and yard work. These jobs cannot conflict with dinner hours or study hours and can't be more than 10 hours a week.
- Leaving the State of Massachusetts or neighboring towns of Andover without permission is not allowed. Trips over the border to southern New Hampshire for shopping or errands are allowed. Travel with host families to neighboring states is allowed and the Host Family Coordinator should be informed.

Infractions of any House Rules may result in disciplinary action. See the "Discipline" section of this handbook for the disciplinary process. Older students are expected to set an example for newer students. Scholars who choose to remain present when house rules are being broken may be subject to disciplinary action.

PROHIBITED ACTIVITIES

A Scholar may be terminated for an action of such extreme gravity that it warrants immediate dismissal as outlined by the national *ABC Student Handbook* and the *ABC of Andover Student Handbook*. Whether occurring inside or outside of the ABC of Andover dormitory, 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. The possession of empty alcoholic beverage containers and paraphernalia is 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 and gaming is prohibited (for example, illegal gambling such as sports betting with bookmakers, horse betting with bookmakers, sports parlay cards, numbers, and illegal casinos).
- C. **Tobacco, Smoking, and Vaping.** Smoking, vaping, or possession of tobacco products in school, in the dormitory, and in the community are not permitted. There is no smoking or vaping on ABC property or in the dormitory.
- D. **Firearms and Weapons.** The possession, use, and sale of firearms and other weapons including airguns of any sort and BB guns is strictly forbidden.
- E. **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 and 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 or the dormitory building.

- F. **Abuse or Theft of Personal or School Property.** Personal property includes merchandise taken from private businesses, from other people in the dormitory, 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 or debit 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 Intimacy.** Scholars are not permitted to engage in sexual activity during their time in the ABC of Andover program.. Students engaging in any form of sexual activity will be instructed to cease; parent(s) or guardian(s) will be notified, and failure to comply with instructions will be considered a disciplinary matter and may lead to dismissal.
- I. **Use of Motor Vehicles.** ABC of Andover 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 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.

The Discipline System

The primary goal of the discipline system is to educate and guide Scholars to make good decisions and to meet the program expectations of A Better Chance of Andover. The discipline system is designed to treat students fairly when those expectations are not met and to encourage Scholars to be successful and learn from their experiences. This disciplinary system is intended to educate students by developing a behavioral management plan to incorporate corrective actions. Any action taken or expectation outlined is intended to help the student be successful.

Disciplinary action could be taken regarding any of the following:

- (1) Behavioral issues in the dormitory, at school or in the community;
- (2) Failing to meet academic expectations; or
- (3) Continued unsatisfactory school participation (e.g., failing to attend all classes, failing to actively participate in classes, and failing to complete work in a timely and proficient manner).

Disciplinary Action

There are four levels for disciplinary action. **Depending on the severity of the infraction and situation, disciplinary action may start at any of the following levels and may result in dismissal.**

1. **Verbal Warning** with possible consequences or restrictions in proportional response to a behavior at either the first or second infraction depending on the severity (e.g., additional chore assignments, loss of house privileges, restricted social activity).
PARENT/GUARDIAN(S) notification at this step is optional depending on the severity of the infraction.
2. **Written Warning** to address a lack of response to verbal warnings that includes continued or additional consequences or restrictions. Outlines the issue, expectations and any restrictions in place. The Scholar signs to confirm receipt and understanding.
PARENT/GUARDIAN(S) are notified.
3. **Performance Improvement Plan (PIP)** (or Academic Improvement Plan (AIP) if the concern is specific to academics). A detailed performance improvement plan is outlined at this point regarding what is required to remain in the program with a clear timeline. **The potential for dismissal as a possible next step is made clear.** *Both Scholar and PARENT/GUARDIAN(S) must sign the PIP/AIP.* There will be regular reviews with the ABC President and ABC national is notified. More about the management of the Performance Improvement Plan follows below.

4. **Dismissal** from the program following incompleteness of a PIP or AIP, or certain prohibited behaviors. More about the dismissal process follows below.

The duration of each step in the disciplinary process will vary depending on the nature of the infraction. The duration of a PIP or AIP will also be determined by the issue, for example, an AIP may last 6 - 8 weeks whereas certain behavior issues could have shorter PIPs.

Consequences and Restrictions

Behavioral warnings and any corresponding consequences or restrictions will be managed by the RD in collaboration with the ABC of Andover President.

Some examples of restrictions that could be implemented are:

- a. The student must check in every night (weekdays and weekends) at 5:30 p.m.
- b. Students may not leave the ABC of Andover dormitory except for approved and previously scheduled activities, events and appointments.
- c. The student will not be granted out-of-town travel permissions.
- d. If Host Family weekend occurs while restrictions are in place, and it is not appropriate for the restrictions to be implemented at Host Family, they could be rescheduled to the following weekend.

Consequences more directly related to the infraction or rule violation may also be implemented and in many cases, can be most effective.

Academic performance issues will be managed by the Scholar's Academic Advisor (AA) in collaboration with the Academic Chair, with the ABC of Andover President becoming involved if academic performance does not improve. No student will be placed on an AIP before meeting with the ABC of Andover President.

Each action after the verbal warning step must be documented in the student's records. Parents or guardians will be notified at the written warning step by the RD, if not before, and will be kept informed on resolution or if further disciplinary action is needed. AAs and others in the ABC of Andover program will be informed if a behavioral infraction or disciplinary action could impact their area, and the RD will be informed of academic performance issues.

Performance Improvement Plan (PIP) and Academic Improvement Plan (AIP) Management

- a. A PIP or an AIP for academics gives the student a period of time to prove that they can take the actions required and/or meet the specific expectations as outlined in the plan.
- b. When a PIP/AIP is implemented, the President will **designate a PIP/AIP Lead** to administer the plan (e.g., RD if behavioral, AA if primarily academic). The ABC President will notify the RD, the AA, the Executive Committee, national ABC, the Scholar's parent/guardian(s) and others in the ABC of Andover program on a need to know basis.

- c. The **PIP/AIP Lead** will develop and document the improvement plan, keep the plan updated, and meet regularly with the Scholar to review their progress in meeting expectations outlined in the plan.
- d. A **PIP/AIP Mentor** will be assigned to the student to take an objective view and support and guide the student through the process of the PIP/AIP.
- e. **The Scholar's progress will be reviewed** by the ABC President at the midpoint of the PIP/AIP or more frequently as determined by a written plan. As part of this review, the ABC of Andover President will collect input from the designated PIP/AIP Lead, the Scholar's PIP/AIP Mentor, RD and/or the AA, the student's parents or guardians, and others as appropriate..
- f. **At both the midpoint and end of the AIP/PIP period, there will be a discussion with the Scholar regarding their progress** on each element of the PIP/AIP. The Scholar will be asked to reflect upon their behavior that resulted in the PIP/AIP and what they've learned. During this discussion, the Scholar will be encouraged to advocate for themselves. At the Scholar's request, another student or adult may accompany them to this discussion.
- g. After the final review with the Scholar, the ABC of Andover President will decide that either:
 - o The required actions outlined in the PIP/AIP have been taken and no further disciplinary action is needed. Support that continues to be important to the Scholar's success may remain in place. It will be made clear what will happen if the behavioral or academic issue recurs.
 - o NOT all actions in the AIP/PIP have been taken and the performance or academic issue persists. If this is the case, then the ABC President will consult with the Executive Board and decide whether the PIP/AIP will be extended or the student will be dismissed

Dismissal from the Program is considered only after all other options have been exhausted. The ABC of Andover President shall make the final decision for dismissal after receiving input from the Executive Committee, the Academic Chair, the RD, others that have been involved throughout the PIP/AIP, and national ABC.

Grounds for Dismissal

A Scholar may be dismissed for unsatisfactory completion of a Performance Improvement Plan or Academic Improvement Plan, whose terms and conditions have been communicated to the student, the student's parent(s) or guardian(s), the ABC of Andover Executive Committee and national ABC. As indicated above, dismissal from the program is considered after all other options have been exhausted.

A Scholar may also be terminated for an action of such extreme gravity that it warrants immediate dismissal as outlined by national ABC and the *ABC of Andover Student Handbook*. **Whether occurring inside or outside of the ABC of Andover dormitory**, there are behaviors that are strictly prohibited and are grounds for immediate dismissal from the program. **See the House Rules section for a detailed list.**

Choosing to remain present during the violation of the house rules may also result in disciplinary action.

Upon dismissal, the student will immediately be terminated from the ABC of Andover program and move out of the ABC of Andover dormitory as soon as arrangements can be made. The duration allowed for moving out of the dormitory will be influenced by the performance issue. If dismissal is for academic reasons, the appropriate timing may be timed with an academic milestone.

Health and Wellness Coordinator

ABC of Andover assigns a volunteer specifically to coordinate all aspects of student health and wellness. The Health and Wellness Coordinator (HWC) works with the students, parent/guardian, and the Resident Director on a comprehensive health program. This includes learning the student's health profile and history, routinely checking in with students about their health and wellness, understanding dietary requirements and preferences, monitoring medication routines/regimens, communicating with parents, coordinating with Andover High School Nursing program (pickups, medications), coordinating medical care and immunizations, completing athletic participation health profiles, and handling emergency care.

The HWC is responsible for staying current on health requirements, for example, CDC recommendations, Andover High School and Town of Andover requirements. The HWC will advise on appropriate interpretation of those recommendations for dormitory management in concert with the Resident Director and the House Manager. Examples include taking students for their flu shots in the fall when the vaccinations are released, creating a COVID-safe environment at the dormitory, or recommending the timing of COVID boosters. The HWC is available to students to discuss healthy living and will be involved in crafting a personal care plan with each student's physician.

Insurance

ABC of Andover students are required to have health insurance, either Medicaid or private insurance. ABC of Andover requests the insurance provider information and a copy of the insurance card. The student should carry her health insurance identification card while attending the ABC of Andover program. Health related expenses will be covered by the student's health insurance and the parent is responsible for costs, co-insurance and copays. Parents/guardians will be advised of what expenses are covered by their plan when time permits prior to a medical visit. In an emergency, the safety and care of the student is a priority.

Medical Forms

At the beginning of the academic year, the program requires a medical and insurance information profile. Parents/guardians will inform the HWC of their child's primary care doctor, primary dentist, insurance providers, medical and behavioral health conditions, prescription medication and over-the-counter routine medications their child uses, and emergency contacts.

Each parent/guardian will receive medical information 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 ABC of Andover to obtain medical treatment for the student while she is living in Andover. These medical forms *must* be signed and mailed back, or delivered in person, *before* the start of the school year. This includes Andover High School medical forms, which must be completed before the first day of school.

The HWC is responsible for monitoring health and coordinating care plans, including communicating with parents/guardians. In the event of an issue during host family nights or weekends, the host family will contact the HWC to coordinate a care plan.

Medical Care

Physical examinations, eye examinations, dental examinations, orthodontics, and other health care are the responsibility of each scholar's family. PArents/Guardians are expected to complete their child's routine medical, dental, and orthodontic appointments during summer and school vacations.

Professional fees, laboratory tests or service fees (such as for x-rays, medicines), 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 of Andover does not assume any monetary responsibility for medical services. ABC of Andover 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 HWC. The HWC will contact a health 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.

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. ABC of Andover is fortunate to work with a number of outstanding pediatric primary care doctors in town who can see ABC of Andover Scholars for well and sick visits. ABC of Andover will arrange physician appointments when necessary. The ABC of Andover program also has relationships with local counseling services. In the event of serious illness, ABC of Andover will utilize the outstanding and numerous Boston-area hospitals.

RIGHT TO PRIVACY

ABC of Andover Scholars 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 Health and Wellness Coordinator to determine what action is necessary. If a student has a health-related issue that requires privacy she should contact the ABC of Andover Health and Wellness Coordinator who will coordinate with only those members of the leadership team who might provide critical expertise or support. Any ABC of Andover volunteer assisting a student in dealing with a medical issue understands that a student's privacy is paramount. Student health profiles and documentation are kept confidential.



FAMILY'S FINANCIAL COMMITMENT

School related expenses

ABC of Andover covers many of the expenses related to school or school activities that the students will incur during the school year. Students should bring school related expenses to the Resident Director for payment, or to their Academic Advisor for larger expenses related to enrichment or extra-curricular activities.

Expenses covered by families

Families provide their children with spending money.

Families must provide health insurance and cover costs related to required over-the-counter (OTC) medicines and prescriptions specifically related to their student. The program supplies OTC medicine for headache, pain, colds and flu.

Families are responsible for any travel expenses not related to school arrival, departure or scheduled school breaks noted as “recesses” on the school calendar. See the Travel section for the list of these school breaks.

Families may also be asked to participate in funding larger trips or activities along with what ABC of Andover and Andover High School scholarships will contribute.

Student Employment

Students may take jobs after receiving permission from their Academic Advisor to confirm that it will be compatible with the student's academic and enrichment commitments. These jobs cannot be more than 10 hours a week and cannot conflict with dinner hours, study hours or other important house activities. Before accepting a job opportunity, the student should also confirm with the Transportation Coordinator that transportation can be arranged. Juniors and seniors may hold regularly-scheduled jobs. Freshmen and sophomores may accept only part-time flexible jobs such as babysitting, yard work, shoveling



TRAVEL

ABC of Andover will pay for and arrange travel for the following trips:

- Start of school in August
- Thanksgiving Holiday Recess
- December/ Holiday Recess
- February / Winter Recess
- April / Spring Recess
- End of school in June

ABC of Andover Scholars must arrive promptly for orientation as required in advance of the first day of school and depart on time after classes are over at the end of the school year. Families will be notified of specific arrival and departure dates.

Before school vacations, departure times are booked so that Scholars avoid missing class whenever possible. However, with the permission the Travel Coordinator may need to arrange an early departure from school due to flight availability or cost. The President may approve an exception to planned departure dates under special circumstances.

Travel Considerations and Planning

- Parents/guardians will be copied on travel confirmations.
- Whenever they are available, non-stop flights are purchased so that the student is not subject to potential missed connections.
- 1 checked bag in addition to a carryon and backpack is allowed for the trip to Andover at the start of the school year, for the trip home at the end of the year and at the December holiday break to allow the Scholar to return with heavier winter clothing. For all other school breaks, Scholars will travel with just a carryon and backpack. An exception is made for seniors who will be allowed a checked bag for each of the Feb & April breaks so they can begin to bring home items they've accumulated during their time in Andover.
- Scholars must pack the night before trips, label their luggage and leave it downstairs for driver pickup, carry appropriate identification, and have their ticket and copy of itinerary before leaving ABC of Andover for their trip.
- If a family changes a Scholar's plans after a confirmed commitment, the Scholar's family may have to pay for the incremental cost of a new ticket if the cost is substantially more.
- If there is a half-day of school before a school break, a decision may be made by ABC of Andover to have the Scholars leave the night before. (This is usually done at Thanksgiving.)

- If there is a full day of school before a school break, Scholars leave after school is dismissed whenever flight schedules allow.
- Scholars will return on the day before school resumes.
- Parents/guardians will be consulted regarding preferred airports and their ability to pick up at the arrival destinations will be confirmed (e.g. LaGuardia versus JFK airports in New York).
- While nonstop flights are preferred over train or bus, Amtrak can be considered for NYC, Connecticut or other close destinations, but only if it is a significantly better price and the ticket can be rescheduled. (Generally, Amtrak doesn't issue refunds.)

Additional Notes

The parent/guardian should make sure that their child is at the departure place on time. If a student misses the arranged time, it may become the student's or parent's/guardian's responsibility to make arrangements and cover any additional cost for the Scholar to return to the ABC of Andover dormitory.

Seniors and graduation: Seniors must remain in Andover from the time their last classes and exams are finished until graduation day and any ABC of Andover-sponsored festivities are completed. Seniors are then required to move out of the ABC of Andover dormitory within a reasonable amount of time after ABC of Andover and school-sponsored activities end, typically the day after graduation. This is to ensure that underclassmen remain focused on their schoolwork and exams to finish their school year.

Special Arrangements

- In the rare instance that a student cannot go home for a school break, the President should be contacted. The President will contact the Resident Director and Host Family Coordinator to make alternative arrangements after talking with the Scholar's parent/guardian. Because the ABC of Andover dormitory is closed and not staffed during school breaks, Scholars may not remain in the ABC of Andover dormitory when the house is closed and unsupervised.
- A parent/guardian must notify the President if they would like their child to travel to somewhere other than their home address. The Scholar cannot make these requests. The President must have documented instructions from the parent/guardian before travel arrangements are made. The Scholar's family pays for the difference in the cost of going to another location versus going home.

Guidelines for Personal Travel at times other than school vacations

- Occasionally a Scholar is required to go home at a time other than the scheduled vacation or a parent may want their student to come home for a special occasion. Parents should request permission from the President before any arrangements are made. The President will consult with the Resident Director and Academic Advisor to ensure there will be no impact to school commitments or the ABC of Andover program activities.

- The parent/guardian is responsible for arranging and paying for any trip outside of those scheduled by ABC of Andover. If possible, the Travel Coordinator will arrange for transportation from the ABC of Andover dormitory to the airport or other departure locations, but the parent/guardian is responsible for any costs incurred.
- Experience has taught us that frequent home visits hinder the Scholars' adjustment to Andover and interfere with House unity. ABC of Andover strongly discourages extra home visits, especially before Thanksgiving and exams.
- A discussion should take place as to the timing of the tickets so as to minimize disruption and to increase the opportunity for a volunteer to arrange rides for departure and return.
- Scholars may not travel out-of-state without explicit permission. Southern New Hampshire, (e.g. Salem, Hampton Beach) is included in the allowed travel area.



TRANSPORTATION GUIDELINES

Parent Permission for Transportation

Parents provide their permission for transportation as part of the annual back-to-school enrollment forms. Parents agree to or provide exception to the following:

My daughter, _____ has my permission for the following travel situations.

I understand that my daughter may leave Andover overnight on weekend leaves, provided she discussed arrangements and received permission from the Resident Director before the trip.

I understand that my daughter may be driven by friends, after their Junior Operator License (JOL) requirements have been satisfied. (Please understand that this permission is very difficult to enforce, and the Scholar needs to honor this agreement.)

I understand that my daughter may leave Andover traveling independently by train, bus, or car (outside Andover but within Massachusetts), provided she discussed arrangements and received permission from the Resident Director before the trip.

I understand that if my daughter is to depart from Andover for a destination other than home for a holiday or vacation leave, I must request permission from the Resident Director for this leave in writing, by phone or email.

I understand that if my daughter travels at times other than school vacations, I must request permission from the Resident Director for this leave in writing, by phone or email before the Scholar may leave and before any travel arrangements are made. I am also responsible for arranging and paying for the trip.

I understand that the A Better Chance of Andover program may withhold permission for any holiday or weekend leave if a Scholar is doing unsatisfactory academic work, or is under disciplinary restriction, or for any other reasons in its discretion.

I understand that my daughter may leave Andover overnight on weekend leaves with her Host Parents.

I understand that my daughter will be driven by A Better Chance of Andover Board Members, Staff, other adult volunteers, parents in the community and Andover High School to activities within and outside of Andover. All volunteers who spend significant time with the Scholars are CORI background checked each year.

Parents are always welcome to come and visit their daughter in Andover. Please contact the Resident Director to ensure that there are no conflicts with Scholars' schedules and to assist with arrangements if needed.

*I have indicated below any reservations or exceptions to this permission. List reservations or exceptions below:

All ABC of Andover volunteer drivers have agreed to a background check and are informed of the Transportation Guidelines and communications. If a Scholar has any concerns with the drivers or the guidelines, they should communicate directly with the Transportation Coordinator.

Transportation Guidelines and Expectations for Activities

How to request a ride:

- 1.) All ride requests are to go through the Transportation Coordinator (TC). Students should not contact drivers directly to request a ride unless the TC gives permission to do so.
- 2.) On Sunday, Scholars must update the weekly activities & rides board in the dining room. This should be done during dinner or as soon after as possible so that the TC can get drivers assigned. After dinner, the Resident Assistant/Resident Director on duty will send a photo of the rides board to the TC. *(If the TC is one of the residence staff, this step is not needed.)*

Note: The rides board serves 2 purposes: (1) Lets the residence staff know when Scholars will be away for activities and (2) Notifies the TC of the driving needs. If the student has an activity and does not need a driver, they should put the activity on the board with a note of “No ride”.

- 3.) If the board has been updated on a timely basis and the TC receives the information from the board (today, this is in the form of a texted photo), the TC will distribute an initial weekly driving schedule by updating the shared driving schedule document Sunday evening (or on Monday during the day if the information is sent late Sunday evening). Students are responsible for reading these emails in a timely fashion and confirming that their transportation needs are accurately reflected in the driving schedule and for communicating corrections as soon as possible. Minor changes can be communicated directly to the driver if (e.g. pick-up location change, small change to pick-up time). Updates to complete the driver assignments may be made throughout the week. (Note: Monday assignments are prioritized and updated during the day on Monday at latest, host families cover Tuesday rides.)
- 4.) Clear communication of the driving need will avoid misunderstandings:
 - All ride requests should include the time of pick-up, location of pick-up (for example, ABC dormitory, specific location at AHS such as Collins Center stairs, or the address)
 - Scholars will let the TC know if a driving need will be recurring and will remain on the schedule. When possible, the TC will assign the same driver as that allows everyone to plan and become familiar with the ride. When that driver is not available, another driver will be assigned so the student should always check the schedule even for recurring activities.
 - If the activity has a schedule of practices, rehearsals, competitions or games, forward the schedule to the TC so they can plan ahead. Because things can change, and the TC has a lot of students to plan for, students still need to update the rides board each week.

5) As long as parents have provided their approval (as indicated at the start of this section), carpools can be used for local rides but only with prior approval by the TC or RD. Ad hoc rides from other students are only acceptable if the driver is known and has been approved by the RD. A car pool for longer drives may be approved, but only with adult drivers.

Short-term or last minute driving requests: A text works best for these to ensure receipt of the request; please ensure **all** the necessary information is included.

- *Example 1:* “Tomorrow I’m meeting with a teacher after school. Could you please find a driver to pick me up at AHS front circle at 3:00pm?”
- *Example 2:* “My coach just called a team meeting for today. Can a driver please pick me up at the AHS 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.”

Weekend Requests should be communicated as early as possible but need to be submitted to RD/RA by Thursday evening so 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 the staff are unable to provide a ride, contact the TC to see if a driver is available.

- Thank yous are always noticed and appreciated, especially if there has been a change or delay.

Communicating Changes to Drivers

- Good communication with the driver is imperative! If you’re running late and/or the activity is canceled, 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.
- ***Drivers are volunteers or staff who have planned around these commitments to our Scholars. Failure to communicate a cancellation or keeping a driver waiting for more than 10 min without notification will result in the following:***
- *First Offense:* Student will apologize verbally to the driver.
- *Second Offense:* Student will apologize verbally and also follow-up later with a text or email apology.
- *Third Offense:* A Warning will be issued to the student. The RD will communicate the consequence if the student does not change their behavior to be more considerate of the volunteer drivers.
- *Further offenses* indicate that a student is not willing to comply with ABC of Andover rules, and the steps of the disciplinary process may be necessary. The RD will administer disciplinary actions. If an extracurricular activity will be missed, the student’s Academic Advisor will be notified. It is the student’s responsibility to inform coaches or club directors that they will be absent.



SUMMER ENRICHMENT

It is the desire of ABC of Andover to help each of the Scholars find a meaningful 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, or educational travel. The student may apply to between 1 and 3 programs and expect to be able to attend one. Parents/guardians are encouraged to pursue opportunities as well. Each year ABC of Andover plans to provide a small budget per scholar toward enrollment fees. Families are responsible for all other costs beyond that summer enrichment budget.

To facilitate the application process, the Resident Director or Academic Advisor will be able to sign for the student as the guardian on applications. This avoids mailing applications back and forth unless a parent/guardian has access to a scanner or fax machine. Usually, deadlines come quickly making this necessary. However, if a Scholar is accepted into a program, a parent/guardian 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 their child.

Finally, 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. These are requested as part of the back-to-school registration process so that they are on file when needed. 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 experiences for the Scholars.



HOST FAMILY

Each Scholar will be assigned a Host Family from the community who has applied for and been accepted to fulfill this role. Just like you are unique in your personality, needs, and experiences, your Host Family is too. The relationship between you and your Host Family is necessarily fluid and dynamic. You and your Host Family (HF) can learn from each other and to form a strong relationship. Your HF can provide support and the opportunity to experience life in the community from a family perspective.

The following guidelines can be helpful in the process of teaming with your HF:

- Be patient developing the relationship. You will not get to know your HF overnight. Open communication is the key - please let them know your likes and dislikes (e.g. food, activities, pet-peeves).
- You will be with your HF every Tuesday from 3:45 to 8:30pm. For your safety, you **SHOULD NOT** be at the ABC dormitory at any time between those hours since there is no supervision. You can take the bus to your HF, get picked up at school or get picked up at the dormitory by 3:45pm. Please coordinate your mode of transportation before HF night each week. If you need to return late from a Host Family evening or weekend, the RD must be notified.
- You will spend one weekend a month with your HF. The hours are Friday at 4pm until Sunday at 5:30pm (or Monday night of a long weekend). Again, you should not be at the dormitory during this time since there is no supervision and the staff is off-duty. Please arrange the best way to get your weekend luggage to your HF and ensure you have everything you need, school books, etc. Pickups by HFs at the dormitory or back porch can be arranged.
- Sick policy - HF days and weekends do not need to be canceled if the Scholar or anyone at the HF home has a minor illness (e.g. cold, sniffles, mild headache). Any more serious illness (e.g. fever, vomiting) should warrant the cancellation of HF. Please reach out to the HF Coordinator for guidance or the Health and Wellness Coordinator. If you are ill during host family time, the Host Family will be in touch with the Health and Wellness Coordinator through the Resident Director or the Host Family Coordinator. Host Families are not responsible for medical care or expenses.
- Please let your Host Family know if you would like to attend any religious services over HF weekend. You may choose whether or not to attend any religious ceremonies that HF attends. This is **NOT** required.
- You are responsible for your own day-to-day expenses. Host Families may choose to pay for small items, especially on Host Family weekends.

- Odd jobs/Babysitting/Chores - You are not expected to babysit or do any household work, outside of the family chores. You may be open to the chance to earn extra money and you may discuss that opportunity with your HF. Most family chores should be expected and discussed with your HF. (e.g. putting things in the dishwasher, hanging up wet towels, making the bed).
- Curfew/Social engagements - Please try to keep your HF weekends free to spend time with your Host Family and to minimize the impact of your plans on their schedule. If you do have something during HF time, please let your HF know asap - especially if you will need transportation. They will work hard to accommodate you but know that they may not be able to. The HF will need to know where you are going and who you will be with, as well as a contact number for an adult.
- 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 ask Host Parents and other volunteers to help with local transportation if they are able to participate so you don't need to make those travel arrangements.
- A Host Family may invite you for a vacation period if you do not go home for a school break. This can be arranged with the permission of your parent/guardian in collaboration with the HF Coordinator.
- Students are not allowed to drive motor vehicles, including with their Host Family.
- Please do not hesitate to reach out to the Host Family Coordinator with any questions and/or concerns about your HF. Nothing is too small to talk thru and the HF Coordinator is there for YOU!