



## **FAMILY AND SCHOLAR HANDBOOK 2009-2010**

On behalf of the Board of Directors, We would like to extend a warm welcome to you, the Greylock ABC Family. We are excited and honored to have such a talented group of young women and men adding their ideas, energy, enthusiasm and identity to Williamstown. We strongly believe our community is greatly enriched by the presence of Greylock ABC Scholars.

Located in a picturesque, rural community, Greylock ABC benefits from the talented faculty and staff of Mt. Greylock Regional High School and all of its extra-curricular opportunities. Greylock ABC's proximity to Williams College further enhances the opportunities we provide. The connection to this nationally recognized college through academic, social, and cultural events with its faculty and students provides our ABC Scholars with unique opportunities to observe the culture of higher education prior to their own enrollment in the colleges and universities they will one day attend.

The Board of Directors is committed to offering students and families a comprehensive program that develops the entire individual. The ultimate goal is to graduate academically prepared and socially aware students. We believe each scholar should be ready for the rigors of a college curriculum and prepared to be leaders in and out of the classroom.

In the coming pages you will find a description of our philosophy, guidelines and programs. Please take the time to carefully read the entire handbook and feel free to contact us with any questions. Please also be sure to sign and return the statement of agreement on page 18. We very much look forward to working with your daughters and sons.

Beth Goodman  
President

Gretchen Long  
Vice President

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## I. THE GREYLOCK ABC PROGRAM

Greylock ABC, Inc. is a local chapter of the national program A Better Chance. The national office of A Better Chance helps to place talented students in three types of programs: private, independent day school, and independent boarding schools and the boarding Community School Programs (CSP's). A boarding Scholar attending an A Better Chance CSP lives in a suburban community with an excellent school system. Different in approach and philosophy, CSP's provide a family-like experience for ABC Scholars and are supported financially by the community.

With the support of community residents and Williams College, the Greylock ABC chapter opened in Williamstown in 1968. Although it initially consisted of only one boy and one girl living in private homes, the current program accommodates up to eight students (four boys and four girls). Under the supervision of the resident directors, our current students live in a three story, Victorian house on Hoxsey Street and attend Mt. Greylock Regional High School during the academic school year.

One of five co-educational CSP programs in the USA, Greylock ABC provides a collaborative atmosphere, close academic supervision of our scholars, and a wide variety of extra-curricular activities. In an effort to challenge and engage our scholars, we make every attempt to mold our academic support to fit each individual's needs. There is a great deal of oversight in the scholar's first and second years to help each individual thrive academically and find his or her voice in this new setting. As the academic years progress, we hope to instill in our scholars independence, respect, trust, and leadership with the ultimate goal of significant personal growth.

The Board of Directors has oversight of the entire operation which consists of selecting and supporting the resident directors, admitting students, continuous fund raising, house maintenance, and a host of other responsibilities. The Board enjoys and benefits from the talents of many dedicated people who believe that educating a group of individuals from diverse social and cultural backgrounds is critical to the prosperity of our world. Current and past board members are from diverse cultural backgrounds and a wide array of professions including college professors and administrators, secondary school teachers, doctors, lawyers, museum curators, business leaders, as well as other professions.

### **Mission Statement for ABC National**

Since the founding of A Better Chance in 1963, its mission has rested on a single goal: to increase substantially the number of well-educated youth of color capable of assuming positions of responsibility and leadership in American society. The national A Better Chance program also assists the Greylock ABC program by:

- a. Preparing our Scholars for the challenges of their new school through a four-day orientation program;
- b. Supporting Scholars and their families throughout their tenure as Scholars and beyond; and

- c. Providing enrichment and other opportunities for Scholars.

**The Mission of Greylock ABC consists of six parts:**

- To provide educational opportunities to students of color with the talent and potential to excel academically through their recruitment and placement into some of the nation's most outstanding secondary schools;
- To provide assistance and guidance to the schools, students and families to ensure the best possible learning experiences;
- To provide direct academic and career development assistance, and to generate opportunities and support for these students in the corporate and public sectors;
- To expand the universe of students served by A Better Chance, and to develop and nurture their potential;
- To advocate for our students and for our educational viewpoints and strategies; and
- To foster character, integrity and leadership in every ABC scholar.

II. Greylock ABC Academic Community

The Greylock ABC program offers an excellent educational experience that prepares scholars to attend college and helps them to become socially aware leaders in their community. The success of Greylock ABC depends on an academic environment that educates, nurtures, and challenges participants and maximizes the high school educational offerings. First and foremost, Greylock ABC scholars are academically supported by the Mt. Greylock faculty and staff. The Greylock ABC program also includes a wealth of other people committed to furthering the education of the scholars including the Academic Coordinator, Academic Mentors, the Senior Tutor, and College Advisors. The Greylock ABC academic community also encompasses the resources and opportunities of Williams College, including lectures, debates, performances, library and computer access, tutors, and coursework.

**Mt. Greylock Regional High School**

Mt. Greylock offers a diverse and demanding array of educational opportunities. The school serves approximately 700 students in grades 7-12. In addition to numerous Honors and Advanced Placement classes in English, science, history, math, and foreign language (Spanish, French and Latin), there are also courses in computer graphics, web design, business, and fine and performing arts. Mt. Greylock has many extracurricular activities including Student Council, Student Government, Dance Team, The Greylock Echo (newspaper), the Junior Classical League, SMILE (Students Making an Impact Locally and Everywhere), the Gay Straight Alliance, the Student Support Group, theater productions and musical opportunities. Many students also participate in Mt Greylock's extensive athletics program, which includes cross-country running, soccer, football, volleyball, golf, basketball, track & field, lacrosse, hockey, tennis, baseball, softball, Nordic skiing, alpine skiing, and wrestling.

**Board of Directors**

Greylock ABC is governed by a volunteer Board of Directors composed of community members committed to furthering the mission and goals of our program.

## **Academic Coordinator**

The Academic Coordinator is on the Board of Directors and is the chairperson of the Academic Affairs Committee. The Academic Coordinator with assistance from the Academic Committee oversees the appointment of Academic Mentors, hiring of the Senior Tutor and the relationship with the Williams College volunteer student tutors. The members of the Academic Committee maintain records of the students' academic work and communication with parents/guardians, and are in regular contact with Mt. Greylock.

## **Academic Mentor**

Each scholar is assigned an Academic Mentor who acts as a liaison between the scholar and Mt. Greylock and helps his/her scholars select courses for the upcoming year. The Academic Mentor provides guidance to his/her scholar and communicates with parents/guardians, the Senior Tutor and the Academic Coordinator.

## **Senior Tutor**

The Senior Tutor monitors the weekly study hall—Sunday night through Thursday night (7 p.m. - 9:30 p.m.). The Senior Tutor makes regular reports to the Academic Coordinator and communicates with Mt. Greylock faculty and the Academic Mentors.

## **Tutors**

Students from Williams College and other members of the community volunteer to tutor ABC scholars. Tutors come to study hall to help with specific subject areas and to address general academic concerns.

## **College Advisors**

College Advisors work with junior and senior students. Starting in the junior year, College Advisors help scholars navigate the admission and financial aid process. Parents are encouraged to participate as well.

## **III. ACADEMIC EXPECTATIONS FOR SCHOLARS**

To foster academic success, each scholar and his/her parents or guardians agree to the following: scholars will work with the Academic Coordinator, Academic Mentor, subject tutors, the College Advisors, and other members of the community who are committed to their success.

### **Course Selection**

Greylock ABC scholars are required to select (with the assistance of the Mt. Greylock counselors, Academic Coordinator, College Advisors, and Academic Mentor) a challenging curriculum that includes the required academic courses and electives. Scholars are encouraged to take advantage of the honors and advance placement courses offered at Mt. Greylock and, in some cases, students have the opportunity to take courses at Williams College. The Academic Coordinator in consultation with the scholar's Academic Mentor must approve each scholar's course selection for the coming year.

## **Study Hall**

Freshmen and sophomores will attend study hall from 7-9:30 p.m. Sunday through Thursday. At the discretion of the Academic Coordinator, these hours may vary for scholars who have official obligations at the school. During study hall, scholars will meet regularly with the Senior Tutor and comply with all of the Senior Tutor's requests concerning academic work. Scholars will show all quizzes, tests, papers and projects to the Senior Tutor, who will also review assignment books regularly. When study hall is held at the ABC house, Freshmen and Sophomores will work downstairs under the supervision of the Senior tutor; a freshman or Sophomore will only be allowed to work in the computer room upstairs if he/she can show evidence that a computer is needed. Computer use will be at the discretion of the Senior Tutor. Studying will not take place in bedrooms during study hall.

Juniors and Seniors who demonstrate consistent academic excellence will not be required to attend study hall. Academic excellence is defined as maintaining a GPA of 3.5 (unweighted) each quarter with no C grades. Mid-quarter updates on grades must be provided to the Academic Mentor and Academic Coordinator. Juniors and seniors who do not meet these standards will be required to attend study hall.

There is no phone use or activities other than studying during study hall hours. Scholars are expected to turn off cell phones during that time, and parents are strongly urged not to call during study hall. If deemed necessary, cell phones will be collected and held by the Senior Tutor during study hall. If any scholar is creating a distraction or causing other scholars difficulty in studying he/she will be asked to discontinue his/her activity, even if the scholar is not required to be part of study hall.

## **Scholar Self-Evaluation**

Each year scholars will complete self-evaluations addressing their academic, extracurricular, and community (residential) achievements and challenges. The Academic Coordinator, Academic Mentor and Resident Directors will also work with the scholar to assist the scholar in completing the self evaluation. Each fall, returning scholars will meet with the Academic Coordinator and the Senior Tutor to review the evaluations and discuss goals for the following year.

## **Attendance**

**Scholars will attend classes whenever school is in session.** It is each scholar's responsibility to arrange that personal vacations begin after the completion of classes and to return before classes begin again. Any leave of absence and resulting missed attendance will be granted only at the discretion of the Resident Directors and/or Board members in consultation with parents/guardians.

The Resident Directors must receive notification from parents/guardians if a scholar (due to an emergency) is not returning to the ABC House after a weekend or vacation. Mt. Greylock's attendance policy is disciplined and there are academic standing consequences for exceeding the expressed limit of missed days in school. Three "tardies" are considered the equivalent of a missed day.

### **Academic Testing**

In general, Greylock ABC scholars are expected to take PSAT's twice, SAT's twice, and at least 3 SAT Subject Tests during their sophomore through senior years. Greylock ABC will cover the expense of these tests, as required for college admission, and will seek waivers whenever possible.

### **Academic Requirements**

The requirements for good academic standing are as follows:  
Maintain a B- (2.7) average (un-weighted) in core academic subjects (English, science, math, history, and foreign language classes) for each quarter.

### **Academic Policy**

A scholar who receives a deficiency notice in any course or averages below a B- in core subjects in any quarter is deemed to be on *academic warning*. The Academic Mentor will inform the Academic Coordinator, set up mandatory tutorials with teacher(s) and/or Williams College students (which take priority over extra-curricular activities), and monitor academic progress with grade updates from the scholar's teachers every two weeks.

A scholar who averages below a B- in core subjects in each of two consecutive or three cumulative quarters or receives an F in any course is deemed to be on *academic probation*. In addition to the procedures for academic warning, the Academic Coordinator will inform the scholar's parents/guardians and the Board of Directors. A scholar on academic probation is required to get his/her homework agenda signed by teachers and to get weekly grade updates from his/her teachers. The scholar's extracurricular activities are suspended at the discretion of the Academic Coordinator, and scholar's study hall hours can be extended also at the discretion of the Academic Coordinator and the Academic Mentor.

A scholar who averages below a B- in core subjects in each of three consecutive or four cumulative quarters is deemed to be on *academic notice*. In addition to the procedures for academic probation, the Academic Coordinator will send written notification to the scholar's parents/guardians and to ABC National with a copy to the Greylock ABC Board members. Parents/guardians may be required to come to Williamstown within two weeks to meet with the Academic Coordinator, Academic Mentor, and Board of Directors representatives. Parental noncompliance may result in the scholar being sent home for a week and/or dismissal from the program.

A scholar who averages below a B- in core subjects in each of four consecutive or five cumulative quarters will face dismissal from the program as soon as the grades are received.

## **IV. STUDENT LIFE**

### **Board of Directors**

The Greylock ABC Board is responsible for developing and carrying out program policies as well as providing social and academic support to scholars. Board members serve on committees that meet the many needs of

the program, including student life, fundraising, event planning, academic and college advising, alumni relations, public relations, student selection, host family affairs and house maintenance.

### **Resident Directors**

The Resident Directors are a vital part of Greylock ABC. They act as mentors, role models and house parents, providing support and guidance for each scholar in the house. They are responsible for creating a mutually respectful, homelike environment that is conducive to scholars' success in the house, the community, and in school.

### **Host Families**

Host Families, who regularly welcome students into their homes, act as surrogate families to the scholars. Many of the Host Families have high-school aged sons or daughters as well. Each ABC scholar typically has two Host Families whom they visit each month.

### **Alumni**

Greylock ABC has graduated approximately 100 alumni, the vast majority of whom have continued on to higher education. Efforts are underway to establish connections between Greylock ABC alumni and current scholars.

### **Extracurricular Activities and Work**

Scholars are encouraged to participate in extra-curricular activities. After their first full year of residence, the scholars have the option of pursuing paid employment if they are so inclined. Employment must not interfere in the scholar's schoolwork and other school activities or volunteer work. Each scholar is expected to maintain the minimum grade average and should be cautious about the number of hours worked per week. First-year scholars are not allowed to seek employment.

### **Community Service**

Greylock ABC scholars are encouraged to be involved in the local community and to be part of community service projects. Many scholars contribute by volunteering with local organizations, and by participating in service programs organized by board and community members on two to four weekends each year. A large number of people give to ABC and it is strongly encouraged that our scholars be willing to give back.

### **Communal Living**

Establishing standards for communal living within the house is an important aspect of the program. The success of the program is based on the success of community living in the ABC House, as one of the unique features of Greylock ABC is the opportunity it gives scholars to develop close friendships with their housemates and strong ties to a variety of adults in the community. Each scholar brings with him or her different experiences, talents, and expectations and negotiating relationships can be challenging for all involved. Scholars are expected to maintain a high level of respect, open-mindedness, and commitment to developing positive relationships with their housemates, Resident Directors, and all those associated with the program. Upper classmen are expected to handle leadership roles in the house. An important role of Resident

Directors and members of the Board is to support and model the building of such positive relationships.

## V. HOUSE POLICIES

Greylock ABC House policies ensure safety and comfort, allow the house to operate in everyone's best interests, and encourage mutual respect, courtesy and honesty among its residents. The Greylock ABC policies conform to those of the National ABC program and its local chapters. The Resident Directors, with the support and guidance of the Board of Directors, are responsible for explaining house policies as well as insuring that house residents understand and comply with them. Each scholar, with his or her family, should carefully read and understand these policies. Adjustments and modifications in the rules will be made in response to the needs of the house and will be discussed with scholars when put into place.

### **Staying in Touch**

It is critical for the Resident Directors to know the whereabouts of scholars at all times so that they can be reached in the event of an emergency. Scholars must sign out when they leave the ABC House, provide contact information while visiting friends, and must have permission from the Resident Directors to leave Williamstown.

Resident Directors must receive an advance phone call directly from the parent or guardian of an individual at whose home an ABC scholar will spend the night. The parent or guardian must be in residence during such visits.

### **General Conduct**

All residents and guests of Greylock ABC are expected to treat each other with courtesy and respect. Offensive or abusive language is unacceptable. Bullying, harassing or hazing of any sort is unacceptable. **Greylock ABC has a zero-tolerance policy for behavior that violates these standards of civility.** [See *handbook addenda*.]

Honesty is at the heart of the ABC program. Cheating or stealing, whether in school, in the house, or in the community, is unacceptable and may result in a scholar's immediate dismissal from the program.

Destruction of property is unacceptable. Replacement of any property destroyed or damaged in the ABC House will be the responsibility of the individual who caused the damage, with repair costs being assessed to his or her parents or guardian. If the person accountable for this damage cannot be identified, responsibility for replacing the damaged property will be shared by all the scholars living in the house. [See *handbook addenda*.]

Scholars are not permitted to engage in sexual activity. In addition, amorous physical contact is not permitted anywhere in the house. No male visitors, house members or otherwise, are permitted beyond the second floor landing. No female visitors, house members or otherwise, are permitted on the second floor other than female house members who are permitted in the second-floor computer and study rooms.

The use of cigarettes, drugs, and alcohol is not permitted at any time in any location of the Greylock ABC house or anywhere in Williamstown, MA.

## **House Conduct**

All residents and Resident Directors must attend scheduled house meetings.

Attendance at the evening meal is required on Sunday through Thursday unless advance permission has been given for a scholar to miss the meal.

Freshmen are expected to be in their rooms and quiet by 10:00 p.m. on weeknights (Sunday through Thursday) unless they can show they are completing homework. Sophomores are expected in their rooms by 10:30 on weeknights, and Juniors and Seniors by 11:00. There is no use of phones or computers after these hours; if the Resident Directors deem it necessary, cell phones and laptop computers will be collected before bed, and returned in the morning. On Friday and Saturday nights, students are expected to be in the house by 11:00 p.m. unless they have Resident Director permission to stay out later. Curfew for Juniors and Seniors may be extended on weekends at the discretion of the Resident Directors.

Everyone is expected to keep the ABC house clean. Household chores are assigned to each resident and Resident Director on a rotating basis. Non-complying scholars will be disciplined at the discretion of the Resident Directors. [See the Conduct and Consequences Chart.]

Eating is permitted in the living room as long as the room is kept clean. If it is not kept clean, the Resident Directors will withdraw the privilege. Dishes are not permitted in scholars' rooms, except glasses that must be returned to the kitchen daily. Food is not to be taken from the kitchen area and stored in scholars' rooms.

Television may be watched during the week after school until dinnertime. After study hall, scholars have free time, but the television is to remain off. Resident Directors may also limit the amount of time that video/computer games can be played. Resident Directors also may institute policies that affect cell phone use during certain times/activities.

Resident Directors and students will coordinate house activities with Board members and other community volunteers. Scholars are expected to cooperate and to keep all appointments for participation in these activities.

## **Social Conduct**

Scholars are expected to sleep in their own rooms on weeknights.

Guests are permitted in the house until 7:00 p.m. on school nights pending study hall and other academic activities (Sunday-Thursday) and until 11:00 p.m. on Friday and Saturday nights. (This may be extended at the discretion of the Resident Directors.)

With prior permission from the Resident Directors, friends of the scholars are welcome at the ABC House. All visitors should be introduced to other residents.

Visitors are expected to follow all the house policies and their behavior is the responsibility of the scholar host.

Scholars are allowed to attend social functions outside the house only at the discretion of Resident Directors.

If needed, the Resident Directors will seek advice from parents or guardians regarding dating guidelines for the scholar.

## **VI. DISCIPLINE POLICY AND PROCEDURES**

As we hope you have already learned from your contact with the Greylock ABC Family, we truly value the rights and well being of all of our scholars, their families, the ABC staff and volunteers, and all of those who reside in our community. To promote student excellence and build a community, we have an honor code for our scholars. Because ABC National and Greylock ABC together recruit some of the best and brightest scholars to participate in our program, we rarely find the need to implement the following disciplinary procedures.

However, because we believe it is important to have procedures in place that protect the rights of everyone, that ensure everyone's safety, that extend fairness to everyone, and that keep lines of communication open, you will find below and in the handbook addenda a detailed description of the protections and penalties that structure ABC's disciplinary procedures should they ever prove necessary. Please note that for smaller, day-to-day conduct and behavior issues, the Resident Directors will be responsible for immediate reaction and discipline measures. While communication with parents is frequent, smaller infractions of rules and behavioral issues will not always necessitate a phone call to home.

### **The Conduct Committee**

Scholars who are not following the program rules and expectations will appear before the Conduct Committee.

The Conduct Committee provides a procedural mechanism for addressing behavior of scholars which falls into either Level 2 or Level 3 infraction of house rules - as described on the Conduct and Consequences chart. *[See handbook addenda]*

The Conduct Committee consists of the Greylock ABC president and vice-president, three members of the Student Life Committee (SLC), and the Resident Directors. When needed, a Conduct Committee meeting shall be called by an ABC president and will have at least one president, two SLC members, and one RD in attendance. The president and a Resident Director will notify the scholar and his/her family, the immediate ABC community and ABC National if warranted, of the outcome of the meeting in a timely manner. *[See handbook addenda for complete description.]*

Parents/custodians with scholars who participate in the ABC Program are required to sign a parental participation agreement letter and other required forms. This agreement includes the obligation of the parent/custodian of the child to arrange for pick up or to have the child take public transportation home.

## VII. PERSONAL SAFETY

### Fire Safety

Scholars must read the fire plan and participate in a fire drill at least once a year. Fire doors must be kept closed at all times.

Electric heaters and candles are not permitted in the house. Both are extreme fire hazards.

Smoking is not permitted in the house because it is both a fire and a health hazard. Smoking is also not permitted on the house grounds, such as the lawn, porch, or fire escape.

Scholars will be assigned to clear all fire exits from debris and snow.

### General Safety

Scholars are expected to use common sense, as well as abide by reasonable safety rules regarding every day activities.

Scholars must wear helmets when riding bicycles.

Scholars are not permitted to have cars or drive cars while in residence at the Greylock ABC house.

Parents are asked to sign and return a "ride release" form giving permission to members of the ABC community and friends and family of the scholars to drive their children. *[See handbook addenda]*

## VIII. ENERGY CONSERVATION

Science has reasonably demonstrated that human behavior has had a negative impact upon the global climate. Each citizen has a responsibility to protect our resources, use common sense in the consumption of energy and monitor the production of waste.

All members of the Greylock ABC house are expected to do their part to conserve energy and to keep utility bills as low as possible. Lights, stereos, computers, television, and other electronic devices should be turned off when not in use. During the colder months, storm windows and outside doors should be kept closed. The washer and dryer should be used only for full loads.

## IX. TECHNOLOGY

High speed Internet access (DSL) is available on six computers in the study room and through the computers at Williams College. All computers are connected to a printer. In the house, scholars must respect one another's needs for computer time. Access will be suspended at the first sign of improper usage and/ or visiting inappropriate web sites. Computers have Internet filters installed.

The ABC House has a phone for the convenience of scholars, their families and their friends. Scholars are also required have and bring their own cell phones with them to Williamstown. **Telephones, including**

**scholar cell phones, may not be used during Study Hall** from 7:00 p.m. through 9:30 p.m. and after bedtime. (Monday through Thursday nights).

## X. HEALTH POLICY

The health policy at Greylock ABC begins with our effort to provide an environment in which students can grow intellectually, physically and emotionally. In keeping with this, we try to ensure that all scholars have knowledge of and access to health care providers and facilities. The Board and Mt. Greylock Regional High School will strives to expose scholars to educational programs designed to help them understand their own health care needs. We encourage behaviors that lead to proper growth and development, such as good nutrition, exercise, adequate sleep and recreation.

It is, however, the responsibility of each scholar's parents or guardians to provide health care insurance and to pay for medical services. All scholars should have an annual medical exam each summer before returning to Williamstown.

### Summary Health Form

Greylock ABC has prepared a summary health form constituting a permission statement that must be signed by a parent or guardian in the beginning of each academic year. A parent and any scholar who will be 18 years old or older during the school year must sign a medical release form as **it is imperative that while a child is in our care we have access to all medical information.** [See handbook addenda] All of the information on these forms are confidential and will be used only for evaluating a scholar's health status and facilitating medical diagnosis, care, and/or treatment for him/her or in the processing of insurance claims in connection therewith.

### Medications

As part of that health form, we require that each family identify ALL medications (including over-the-counter or nonprescription drugs, vitamins, supplements, etc.) taken routinely. Your child will be required to give ALL medications to the Resident Directors upon arrival at the ABC house, and **to continue this procedure should he/she acquire any medications, vitamins etc. while in the program.**

The safety of your child and the safety of others require us to firmly state: We permit no medications, vitamins etc. in scholar's rooms. Scholars are asked to please keep medications etc. in the original packaging/bottle that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of administration.

### Medical Emergencies and Chronic Illness

In the event of an emergency, the Resident Directors or a member of the Board will make every attempt to contact parents or guardians to inform them of the situation and of the emergency response professionally advised. Should a serious illness or injury occur, it might be necessary for the scholar to return home for appropriate long-term care. When it is possible for the scholar to remain in Williamstown (i.e. in the case of chronic illness), the Board will do all it can to coordinate home,

school and community health care providers to oversee the scholar's care until graduation.

## **XI. ALLOWANCE, EXPENSES, AND TRAVEL**

### **Allowance**

In exchange for their weekly completion of assigned house chores, all scholars receive an allowance of \$15.00 per week, except for seniors, who have additional responsibilities and receive \$20/week.

### **Expenses**

**Greylock ABC, Inc. is a not-for-profit organization directed by volunteers. We receive no financial support from the National ABC organization. We receive no city, state or federal funding. We raise all monies required to operate our annual budget through local donations and annual fundraising events. We have determined that it costs the program \$550 per day for each of the 180 days in an academic school year. Greylock ABC provides the following to each scholar during the academic year:**

- Compensated Resident Directors
- A Compensated academic Head Tutor
- A secure and comfortably furnished home and student quarters maintained and inspected annually
- Nightly dinners that recognize dietary and religious requirements, breakfast foods, school lunches and other foods consumed in the ABC house
- House activities and outings
- Access to a computer with DSL connection plus all paper and ink for the house printer
- Rides to and from various activities not provided by MGRHS
- Cable access and television
- 1/3 of the cost of the Junior Close-Up trip to Washington D.C. if a student chooses to attend

**Greylock ABC Scholars are required to provide the following:**

- Bedroom and personal items, clothing, toiletries, bedding etc.  
*[See handbook addenda]*
- School supplies for scholars. Each student is required to bring with him/her at the beginning of the year necessary supplies, and to purchase additional supplies throughout the year as needed.  
*[See handbook addenda]*
- Greylock ABC does not provide sporting equipment, uniforms required by a team, costumes needed for extra curricular activities etc. If a scholar needs these and the school cannot lend them, a scholar is responsible for the purchase.

Mt. Greylock High School will loan scholars appropriate calculators, but if a calculator is lost, stolen or not returned at the end of the year, the scholar will be charged for the full amount of the calculator. When a scholar dines out or attends a movie, concert, or special event with friends it is usually at his/her own expense.

## **Travel Funding Policy for Students and Parents/Guardians**

**Students are required to fill out a travel form at least one week prior to any travel.** [See handbook addenda] If for any reason a scholar is requesting to miss a scheduled day of school, parents or guardians must get permission from the Resident Directors and Academic Coordinator. Greylock ABC will pay for scholars to travel by bus roundtrip to and from Williamstown to their homes at the following vacation times:

**Thanksgiving Break**

**December/January Holiday**

**February Vacation**

**April Vacation**

**If a bus ticket is not needed at one of these times, it will not be purchased, and can not be "saved" for use at another time.**

The Board governs a *Travel Policy* that will be strictly administered. [See handbook addenda]

Scholars generally travel by bus and will receive tickets prior to departing Williamstown. These trips are non-transferable.

Tickets with international, national or regional air carriers are not funded by Greylock ABC and must be supplied by parents/guardians.

If scholars wish to go home at other times besides the ones mentioned above, they may do so ONLY with permission from the Resident Directors; these trips will not be paid for by Greylock ABC. Families must purchase tickets and send them, or wire money for their purchase in Williamstown.

Greylock ABC expects families to cover the expense of bringing their child to Williamstown in September and home in June.

Greylock ABC will pay for one hotel room for the parents/guardians the Saturday night of Family weekend. *If additional rooms are required, this will be at the expense of the scholar's family.*

Greylock ABC will pay for one hotel room for the parents/guardians of graduating seniors for one night on the weekend of graduation. *If additional rooms are required, this will be at the expense of the scholar's family.*

### **Close-Up: Junior Trip to Washington DC**

Greylock ABC juniors (and occasionally seniors) may choose to participate in the Mt. Greylock annual trip to the national Close-Up program in Washington DC.

Greylock ABC will finance 1/3 the cost of the trip. The other 2/3's are the responsibility of any scholar wishing to attend Close-up.

All of the scholars, regardless of class year, are encouraged to participate in fundraising and performing jobs (raking leaves, shoveling snow, babysitting) in and around town. These funds may be pooled by the scholars to cover the cost of 1/3 of the trip.

Any money that is not used for one year's trip will be saved for the next year. The Board will help scholars advertise their services to town residents. Greylock ABC has a separate bank account for these funds.

The rest of the cost (1/3) is the responsibility of each scholar's family. Scholars are encouraged to talk with their families the summer before their junior year about Close-Up and the associated fees.

## **XII. CONCLUSION**

We hope that this 2009-2010 Scholar and Family Handbook offers you answers to your questions about our program, its policies and procedures. If you have any remaining questions the Presidents and Resident Directors are eager to assist you.

*Please sign and return to the Resident Directors the next page affirming you have read the handbook and agree to comply with the stated principles. Please review the addenda as each section has relevance to the program and calls your attention to various specifics.*

### XIII. SCHOLAR AND PARENT AFFIRMATION OF GREYLOCK ABC POLICIES

My signature below affirms that I have carefully read through this document, understand the rules and policies described, and agree to all of the terms listed in this handbook and its addenda.

I further understand that I will seek clarification and guidance in order to achieve the stated goals of the Greylock ABC, Inc. program.

---

Scholar signature \_\_\_\_\_ Date \_\_\_\_\_

---

Parent/Guardian signature \_\_\_\_\_ Date \_\_\_\_\_

## Greylock ABC Travel Policy for Students and Parents

As stated in the student handbook, Greylock ABC will pay for students' roundtrip travel to and from Williamstown to their homes at the following vacation times:

Thanksgiving Break  
December/January Holiday  
February Vacation  
April Vacation

If a bus ticket is not needed at one of these times, it will not be purchased, and can not be "saved" for use at another time.

Scholars will fill out a travel form at least one week before each time they travel from Williamstown.

If scholars wish to go home at other times besides the ones mentioned above, they may do so with advance permission from the Resident Directors, however these trips will not be paid for by Greylock ABC.

If travel requires missing school, parents will need to contact the Resident Directors ahead of time to discuss this. Every effort must be made for scholars to attend school on all school days.

Greylock ABC also expects families to cover the expense of bringing their child to Williamstown in September, and home in June.

Greylock ABC will arrange and pay for one hotel room for one set of parents/guardians of each scholar for the Saturday night of Parents' weekend and for one hotel room for one night during the weekend of graduation for one set of parents/guardians of graduating seniors. If additional rooms are required, this will be at the expense of the student's family.

Please feel free to contact the Resident Directors or ABC board with any questions or concerns. Visit our website resource for means of public transportation to Williamstown. <http://greylockabc.org/resources-links/>

# Greylock ABC Travel Plans

Scholar Name: \_\_\_\_\_

Date of **Departure**: \_\_\_\_\_ Time of **Departure**: \_\_\_\_\_

Will you be missing any school due to travel: (Yes or No): \_\_\_\_\_

If yes, you must have your parents contact Mr. or Mrs. Alexander to discuss why. As a student at Mt. Greylock Regional High School you are required to attend school on all regular school days; exceptions will be made only when it is deemed very important/ necessary. Permission must be given before school can be missed.

Will you be missing time with one of your host families due to travel: (Yes or No): \_\_\_\_\_

If yes, you must tell the family and Scott Walker, the Host Family Coordinator. Please check here if you have done this already. \_\_\_\_\_

Mode of Transportation: \_\_\_\_\_

\*If taking train or leaving from the Albany Airport, who will be taking you to the station or airport? (\*Coordinate arrangements via Ride Request Board)

\_\_\_\_\_

Address and phone number where you will be staying while away from the ABC house:

\_\_\_\_\_

\_\_\_\_\_

Date of **Return** to ABC House: \_\_\_\_\_ Time of **Return**: \_\_\_\_\_

Mode of Transportation:  
\_\_\_\_\_

\*If taking train or leaving from the Albany Airport, who will be picking you up and returning you to the ABC House? (\*Coordinate arrangements via Ride Request Board)

\_\_\_\_\_

Have your parent(s) been notified of your travel plans (Yes or No): \_\_\_\_\_

Greylock ABC Scholar's Signature \_\_\_\_\_

**Greylock ABC  
SUMMARY HEALTH FORM**

This form constitutes a permission statement that must be signed by a parent or guardian. All of the information on this form is confidential and will be used only for the purpose of evaluating your son or daughter's health status and facilitating medical diagnosis, care, and/or treatment for him/her or in the processing of insurance claims in connection therewith.

STUDENT'S Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ S.S.# \_\_\_\_\_

Home Address \_\_\_\_\_

**EMERGENCY CONTACTS**

Mother's Name _____	Father's Name _____
Home Phone: _____	Home Phone: _____
Work Phone: _____	Work Phone: _____
Cell Phone: _____	Cell Phone: _____

Alternate Emergency Contact and contact information (other than parents)  
\_\_\_\_\_

**PRIMARY CARE PHYSICIAN**

Physician Name \_\_\_\_\_ Phone \_\_\_\_\_

Date of last physical examination: \_\_\_\_\_

**STUDENTS ARE REQUIRED TO HAVE PHYSICALS BEFORE ARRIVING IN WILLIAMSTOWN**

**MEDICAL INFORMATION**

Allergies _____	Medical Conditions _____
_____	_____
Immunizations _____	_____
_____	_____

**PLEASE PROVIDE ANY ADDITIONAL INFORMATION THAT MAY BE RELEVANT TO STUDENT'S HEALTH:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**INSURANCE INFORMATION**

Insurance _____	Policy Holder _____
ID/Policy # _____	Phone Number _____

**PLEASE XEROX COPY OF HEALTH CARD, FRONT & BACK, AND STAPLE TO THIS FORM**

**MEDICATIONS BEING TAKEN**

Please list ALL medications (including over-the-counter or nonprescription drugs, vitamins or supplements) taken routinely. Your child will be required to give all medications etc. to the Resident Directors upon arrival at the ABC house. No medications will be kept in students' rooms. Please keep medications etc. in the original packaging/bottle that identifies the prescribing physician (if a prescription drug), the name of the medication, the dosage, and the frequency of administration.

Med #1 \_\_\_\_\_ Dosage \_\_\_\_\_ Specific times taken  
each day \_\_\_\_\_

Reason for taking \_\_\_\_\_

Med #2 \_\_\_\_\_ Dosage \_\_\_\_\_ Specific times taken  
each day \_\_\_\_\_

Reason for taking \_\_\_\_\_

Med #3 \_\_\_\_\_ Dosage \_\_\_\_\_ Specific times taken  
each day \_\_\_\_\_

Reason for taking \_\_\_\_\_

**PERMISSION TO TREAT AND TO RELEASE SUMMARY HEALTH FORM IN EMERGENCIES**

I hereby give consent for the Resident Directors, host parents, other ABC representatives or other health care providers to carry out accepted procedures for diagnosis, immunization, medical and minor surgical treatment, or counseling for my child (ward). Should an emergency arise in which time is an important factor and the ABC or Mt. Greylock Regional High School (MGRHS) authorities are unable to contact me promptly, I authorize ABC, the MGRHS nurse, MGRHS physician, MGRHS principal, a school official and/or nearest hospital to exercise their best judgment in the interests of my child's welfare.

I also give permission for this Summary Health Form to be released to those student health personnel or other appropriate health care providers who may need this information in order to treat my child (ward) in a medical emergency.

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**HIPA RELEASE FORM**

(For all scholars who are or will turn 18 in the following school year)

I hereby give permission for the Resident Directors and board members of Greylock ABC to obtain information from doctors, to obtain access to medical records, and to be fully informed about my health.

Signature of Student \_\_\_\_\_ Date \_\_\_\_\_



To whom it may concern:

I hereby authorize the resident directors of the Greylock ABC Program, Tom Alexander and/or Joel Alexander, to request, obtain, receive, and inspect any and all information bearing upon the health of \_\_\_\_\_ and relevant to any determinations to be made respecting his/her medical treatment, and I hereby waive any rights that child may have for breach of confidentiality of medical records for release of such information to them.

In addition, the above-mentioned individuals have my permission to discuss the medical treatment for said child with his/her doctor and other health care providers

Sincerely,

---

Guardian/parent signature

date

---

Signature of Child who is 18

date

## **Greylock ABC**

### **Student living & What To Bring**

Greylock ABC provides each scholar with a bedroom. Rooms are supplied with a bed, mattress, desk, chair, bureau, bookshelf, and one light. Students are responsible for the condition and care of property in their rooms.

Each scholar is asked to bring with him/her at the beginning of the year the items listed below. In addition, each scholar should expect to purchase his/her own additional bedroom and personal items as needed throughout the year. These should be purchased when a scholar is home, or using his/her own money, items can be purchased during the school year.

#### **Each scholar should bring:**

Blankets, a comforter, bed linens, towels, washcloths, laundry bag, pillow, wastepaper basket, an alarm clock (not just a cell phone that can be used as an alarm) and a flashlight (in case of power outage.) **All scholars are required to have their own cell phones.**

Warm clothes are essential in the winter months—turtleneck tops, sweaters, long underwear, hats, gloves/mittens, scarves, waterproof boots and ski parkas are all standard attire when the cold weather descends upon the area. (October through late April) Please bring a bathing suit to take advantage of daily free swims that are offered throughout the year at Williams College, and for special house trips or outings with friends. Please bring pajamas and a bathrobe

Greylock ABC does not provide sporting equipment, uniforms required by a team, costumes needed for extra curricular activities etc. If a scholar needs these and the school cannot lend them, a scholar is responsible for the purchase.

#### **Decorating**

Students are also welcome to bring bulletin boards, posters and other items to decorate their rooms, but are not allowed to hang tapestries on the walls, or fabric over lamps. They are asked to cover no more than 1/3 of the wall area of a room because of fire hazard. Scholars are not permitted to decorate their rooms with paraphernalia connoting drug or alcohol use.

#### **Room Inspections**

Announced inspections of student rooms for both cleanliness and adherence to the decoration and fire codes are arranged by the Resident Directors. These inspections, which ensure that rooms are maintained in clean and safe condition, are taken seriously. A scholar whose room does not meet the standards will find their activities restricted until it does. Every effort will be made to arrange inspections so the occupant of the room is present. If warranted by concerns for the health and safety of a room's occupant or other students, the Resident Directors may inspect a scholar's room at any time.

## **Appliances**

Scholars are welcome to bring additional lighting if they would like. (Clamp-on desk lamps are helpful). Because of the danger of fire, halogen lamps are not allowable. Scholars may bring a tape and/or CD player, computer, radio, clock, and hair dryer. Curling irons, hair straighteners, and clothes irons will be allowed only if used with care and responsibility. Any appliance found to be misused or abused will be confiscated and sent home with the student.

Greylock ABC is very diligent about the safety of its scholars and Resident Directors. Under no circumstances may scholars have halogen lighting, space heaters, electric blankets, immersion heaters, open burners, sunlamps, refrigerators, toasters, electrical appliances used for heating or cooling, or other appliances deemed hazardous by the Greylock ABC. Scholars are not permitted to have television sets or VCRs. Use of power strips and extension cords is subject to approval by the Resident Directors.

Scholars are welcome to bring bicycles and required helmets with them.

## **Living Room, Dining Room, Study Rooms, and Computer Room**

Through out the House there are shared community spaces. These spaces are frequently used for ironing, study, phone conversations, and general relaxation after study hall. Scholars share the responsibility for keeping these spaces clean; a work wheel is used to assign duties.

## **Storage of Personal Items**

Scholars who will be returning the Greylock ABC in the fall may store personal items in the house basement during the summer, in plastic containers provide by the Resident Directors. A scholar who will not be returning in the fall may not store items, and anything left behind will be donated to the ABC clothing sale or discarded. Greylock ABC cannot provide storage for anyone but current scholars and current Resident Directors.

## ABC Scholar's School Supply

Greylock ABC does not pay for or supply school supplies for scholars. Each student is asked to bring with him/her at the beginning of the year the items on the following list. In addition, each scholar should expect to purchase his/her own additional items as needed throughout the year. These should be purchased when a scholar is home on vacation, or using his/her own money, items can be purchased locally during the school year.

Greylock ABC provides 6 computers with a DSL connection in the computer room at the house, and supplies all paper and ink for the printer.

Mt. Greylock High School will loan scholars appropriate calculators, but if a calculator is lost, stolen or not returned at the end of the year, the scholar will be charged for the full amount of the calculator.

**The following items should be purchased by a scholar's family and brought to Greylock ABC at the beginning of the school year** (Individual teachers may require additional items):

Backpack

Organizer/planner/date book to record assignments

2 ½ or 3-inch 3 ring binder

5 notebooks, one for each core class

5 folders, one for each core class

Wide-ruled marble notebook

Minidisk/ Memory stick to save all computer files

Computer discs

Scientific/graphing calculator (purchase, or borrow from Mt. Greylock High School)

Protractor

Ruler

Compass

Index cards

Pencils/pens

Colored pencils

Markers

Highlighters

Eraser

Glue stick

Graph paper

Paper clips

Pencil sharpener

Dictionary

Foreign language dictionary appropriate to language class

Thesaurus

Poster paper (as needed)

Scissors

Stapler/staples

Tape dispenser/tape

White-out

Post-It notes

## **Greylock ABC Inc., Room Condition Report**

Greylock ABC provides its scholars with private or shared rooms as safe, clean and comfortable environments in which to study, relax, sleep and call home while in Williamstown.

Each scholar, as part of his/her commitment to the program, is responsible for maintaining his/her room and is required to leave it in excellent condition at the end of the school year.

This form is to detail the condition of the room as it is found at the beginning of the academic year and to note whether or not it has been left in the same condition at the end.

Greylock ABC is responsible for offering scholars clean rooms in good condition. If the room is in need of any repair this will be noted on this form as you check-in.

### **CHECK-IN September**

Room #	Check In Date:
Scholar Signature:	Parent/Guardian Signature:
Condition:	
Resident Director Signature:	

## CHECK-OUT June

Before leaving at the end of the academic year, each student is responsible for removing all personal items.

1. If a scholar is storing things at the house for the summer, these must be put in containers provided by Greylock ABC and placed in the basement in the designated location. These containers are on loan for the summer and, upon your return in September, must be returned to the basement in good, clean condition.
2. All trash and recycled materials must be removed from the house and placed in their proper receptacles.
3. The room must be vacuumed, dusted and walls cleaned of any tacks, pins, post-its or other material used to attach personal belongings to the wall or ceiling. [See Student Handbook for Safety Restrictions].
4. Furniture moved from other areas of the house must be returned to its proper location.
5. Library books, DVD's or CD's belonging to the House or MGRHS must be returned to their proper location.
6. If a room is shared with another scholar, each scholar is held equally responsible for the condition of the room and each scholar must equally participate in maintaining its good condition. If neither scholar assumes responsibility for damage to the room, each will be assessed equally in the costs of its repair.
7. Any damage to the room—beyond normal wear will be assessed and charged to the Parent/Guardian and payment will be expected before their scholar returns in the fall or immediately in the case of graduating seniors.

Room #	Check Out Date:
Scholar Signature:	Parent/Guardian Signature:
Condition:	
Resident Director Signature:	



2009-2010

Mount Greylock Regional High School  
1781 Cold Spring Road  
Williamstown, MA 01267

To whom it may concern:

John MacDonald and Katherine Lamb have my permission to obtain copies of academic proficiencies and report cards for my child, \_\_\_\_\_, to share with my child's academic mentor, resident directors and appropriate board members.

Further, the above-mentioned individuals have my permission to discuss my child's progress with his/her teachers and guidance counselors.

Sincerely,

---

Guardian/parent signature

## Greylock ABC Study Hall Rules 2009/2010

From the Handbook...

- Freshmen and sophomore students will attend study hall from 7-9:30 p.m. Sunday through Thursday. At the discretion of the Senior Tutor, these hours may vary for students who have official obligations at the school or elsewhere.
- Juniors and seniors who demonstrate consistent academic excellence will not be required to attend study hall. Scholars must maintain a GPA of 3.5 (un-weighted) each quarter with no C grades. Juniors and seniors who do not meet these standards will be required to attend study hall.
- During study hall, students will meet regularly with the Senior Tutor and comply with all of the Senior Tutor's requests concerning academic work. Scholars will show the senior tutor **all** graded and un-graded tests, quizzes, labs, school papers etc. along with all report cards.
- All freshmen and sophomores will study at the kitchen table or in the living room except if **given permission** to go to the computer room to work on a specific assignment.
- There is no such thing as "no more work to do." If a scholar can demonstrate to the Senior Tutor that he/she has finished all assignments for the next week, then the scholar may be allowed to read an outside reading book. No napping or socializing will be allowed.

Other considerations for students in study hall...

- Scholars may not use cell phones, instant messaging, or email. Scholars should anticipate the need to confirm assignments and contact classmates prior to 7:00pm.
- Scholars may not take phone calls during study hall and should communicate to family and friends that they are unavailable until 9:30.
- Scholars will only be allowed to use the computer room appropriately and when it is truly needed for research or writing. **The computer room will be used by permission of the Senior Tutor only.** Instant messaging, web surfing, looking at photos, and any other non-academic work on the computer should not occur during the hours of study hall.
- I-pods with headphones are permissible; however, if an individual scholar's academic performance is dropping, the Academic Coordinator and Mentor may rescind this privilege.
- Some scholars may still have homework assignments or studying to complete after 9:30, the "official end of proctored study hall". Fellow scholars should respect their housemates need for quiet.
- Scholars must let the Senior Tutor know if they will be missing study hall for an official athletic contest or arts performance or UNITY meeting. Further, work with a Williams tutor should be documented and students need to tell Senior Tutors about these meetings in advance as well. The Senior Tutors should always know where each scholar is between 7 and 9:30 from Sunday through Thursday. **ASK THE SENIOR TUTOR FOR THE BEST WAY TO COMMUNICATE WITH HER.**
- Permission to work with classmates on group projects during study hall hours should be sought from the Academic Coordinator and Senior Tutor. Permission will be granted sparingly.

## CONDUCT AND CONSEQUENCES

This chart is not intended to be inclusive of all conduct that may be considered a possible infraction, nor are these ranked in order of any significance, but these are provided as a sampling of possible infractions considered uncivil and intolerable behaviors by Greylock ABC and a guide to their possible consequences.

Levels of Infraction	Misconduct	Possible Consequences
<p><b>Level 1:</b> <b>Minor Problems</b></p> <p><b>Resolved through House Meetings</b></p>	<p>Offensive language without consideration for others present (1<sup>st</sup> offense)</p> <p>Derogatory and/or discriminatory language (1<sup>st</sup> offense)</p> <p>General (and mild) disrespect to house members</p> <p>Violations of student handbook procedures (1<sup>st</sup> offense)</p> <p>Missing curfews</p> <p>Inconsiderate communal living behavior: Excessive noise Not performing household chores Not sharing and respecting communal property</p> <p>Any other misconduct deemed a Level 1 offense.</p>	<p>Consequences discussed and determined at house meetings with all of the students and the resident directors present.</p> <p>Behaviors that persist will be addressed according to Level 2 procedures and consequences.</p> <p>Consequences may include: Loss of house privileges (such as having friends over, going out on the weekends)</p> <p>Additional chores around the house</p>
<p><b>Level 2:</b> <b>Moderate Problems and 1<sup>st</sup> Offenses</b></p> <p><b>Resolved through Conduct Committee meeting(s)</b></p>	<p>Offensive language without consideration for others present (repeated offense)</p> <p>Derogatory and/or discriminatory language (repeated offense)</p> <p>Verbal harassment (1<sup>st</sup> offense)</p> <p>Violations of student handbook procedures (repeated offense)</p>	<p>Consequences may include: Letters of apology</p> <p>House confinement (grounding) for a set period of time</p> <p>Repayment of stolen property</p> <p>Community service</p> <p>Meeting with the parents, resident</p>

	<p>Amorous contact in the house (1<sup>st</sup> offense)</p> <p>Cheating (1<sup>st</sup> offense)</p> <p>Stealing (1<sup>st</sup> offense)</p> <p>Any other misconduct deemed Level 2 offense.</p>	<p>directors, and ABC president</p>
<p><b>Level 3:</b>  <b>Serious Problems</b> - May result in dismissal from the Greylock ABC program</p> <p><b>Resolved through Conduct Committee meeting(s)</b></p> <p><b>Criminal conduct will require reporting to Williamstown Police Department</b></p>	<p>Physical assault = Zero tolerance offense</p> <p>Physical harassment, intimidation (including verbal or physical threats), hazing or "bullying" = Zero tolerance offense</p> <p>Drug or alcohol use = Zero tolerance offense</p> <p>Being in the presence of others using alcohol or drugs</p> <p>Verbal harassment (repeated offense)</p> <p>Violations of student handbook procedures (serious offense)</p> <p>Sexual activity</p> <p>Stealing (serious or repeated offense)</p> <p>Cheating (serious or repeated offense)</p> <p>Smoking/chewing of tobacco</p> <p>Abusive language</p> <p>Any illegal activities</p>	<p>Consequences may include (individually or in combination of several of the following):</p> <p>Immediate dismissal from the program</p> <p>Suspension from the ABC program for a set amount of time</p> <p>Letters of apology</p> <p>House confinement (grounding) for a set period of time</p> <p>Repayment of stolen property</p> <p>Community service</p> <p>Meeting with the parents, resident directors, and ABC president</p> <p>Report to police</p>

## **PROCEDURES REGARDING DISMISSAL**

If the recommendation of the Conduct Committee is that a scholar be permanently dismissed from the Greylock ABC program, the president of the ABC Board shall convene a Board meeting as soon as reasonably possible to review the Conduct Committee recommendation. If the full Board cannot be convened in a timely manner, the Executive Committee will act on behalf of the Board. The Board (or Executive Committee) shall, by majority vote, adopt or reject the recommendation of the Conduct Committee. Clear and timely communication, first with the full Board, and then with all sectors of our ABC "family," is essential.

If the Board votes to confirm the recommendation of the Conduct Committee, every effort will be made to provide time for the scholar to meet with their host family, mentor and other ABC scholars prior to departure.

### **Notification after board decision of permanent dismissal:**

- **Scholar:** The president and a Resident Director shall meet with the scholar to present the decision of the Board.
- **Parents:** The president shall notify the parents of the decision of the Board as soon as possible after the scholar has been informed. Notification may initially be by telephone or by e-mail and shall be confirmed by a letter, explaining the allegations and the response.
- **Peers in ABC House:** The president, with the RDs, shall meet with the other ABC students soon after the scholar and his/her parents have been notified of his/her dismissal to inform them of the decision.
- **Host Family(s) and mentors** shall be informed by email and/or telephone as soon as possible by the Host Family Coordinator or designated Board member.

**School administrators** shall be informed of the scholar's dismissal by the president, or his/her appointee, as soon as possible, and initiate the exit process.

- **Parents of ABC peers** shall be informed by email, also by letter.

### **Procedures Regarding Permanent Dismissal of a Scholar for Misconduct**

A dismissed scholar will be removed from the ABC House as quickly as possible, keeping in mind the safety of the scholar and other scholars in the House. Depending on the circumstances, removal may occur within 48 hours or at the end of the school week. If necessary, after decision of the House parents and the President of the ABC Board, a scholar may be sent home immediately, pending a decision of the Board regarding his or her permanent dismissal.

Parents with scholars who participate in the ABC Program are required to sign a parental participation agreement letter. This agreement includes the obligation of the parent/custodian of the child to arrange for pick up or to have the child take public transportation home.

***The purpose of dismissal procedures:*** To protect the safety of the minor and the liability of the program in the event of an "unplanned dismissal".

The considerations and actions for an unplanned dismissal:

- If possible, the parent should pick-up the child from the house within one or two days.
- If the parent cannot or will not pick their child up, a **parent identified contact person** (an aunt/uncle, or other close friend or family person who has been identified in writing prior or is verbally identified over the phone) may pick up the student in person.
- The last alternative is to have Board members or other responsible adults drive the child home. **At least two adults** will accompany the child.

## **ABC Zero Tolerance Policy**

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. Any harassment or hazing violations will result in immediate dismissal, the loss of A Better Chance Scholar status and all related benefits.

*All Scholars will discuss this policy with the Greylock ABC resident directors. Scholars will be asked to sign a copy of this policy indicating their knowledge and agreement to comply with all it states.*