



Handbook

For

A Better Chance

Of

Clinton & the Mohawk Valley

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HANDBOOK FOR A BETTER CHANCE OF CLINTON & THE MOHAWK VALLEY

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Chapter 1

The Mission of A Better Chance

A Better Chance of Clinton & the Mohawk Valley is affiliated with A Better Chance, Inc., a national, non-profit, academic program that has been serving high school students from all over the country since 1963. The mission of National A Better Chance rests on a single goal: to substantially increase the number of well-educated young men and women of color capable of assuming positions of responsibility and leadership in American society. One part of National ABC's mission statement is 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." A Better Chance of Clinton & the Mohawk Valley, founded in 1972, is one of 25 community school ABC programs located throughout the country. The mission of community school programs is to provide the housing, education, and nurturing these students need in order to succeed academically, socially, and personally, and to go on to the colleges of their choice.

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Chapter 2

Greetings

Dear Student:

Welcome to A Better Chance of Clinton & the Mohawk Valley, the ABC Program. We are delighted that you have been selected to be part of this program, and we look forward to a high school experience which will bring growth and personal development in many ways. Three areas of personal development are: academic responsibility, residential responsibility, and community responsibility. While you are here you will be exposed to the lifestyles, beliefs, attitudes, and values of your fellow students, which may be different from your own, and your fellow students will, in turn, be exposed to your values and beliefs, which might be new for them. As you live and go to school with your fellow students, you may encounter new ideas and feelings, arising from a variety of situations. You may be challenged by others, as you exchange opinions and cultural perspectives. These challenges might not be easy to handle, but are a part of your personal development. Should serious disagreements or confrontations occur, then your demonstration of restraint and tolerance will be a sign of your personal growth. At all times, your Resident Directors, Host Family parents, and ABC Board members are here for you as mentors and friends, and you may count on them as a source of advice and encouragement.

As you know, not all learning occurs in the classroom. Through the daily challenges of the program your education will occur whether it is in the ABC House, in school, in extra-curricular activities, in the village of Clinton, or with Host Families. Many of the people whom you meet will say that they have learned from you. The more that these events occur, the better the goals of ABC are being met.

Good luck! Take advantage of every opportunity to make your experiences in the Clinton ABC Program as rewarding as possible, both for yourself and others. Your experiences will not all be equally interesting or exciting, but each will contribute to your development in its special way. Through your years in the program we will make every effort to help you, in every way that we can.

Sincerely,

The Board of Directors
A Better Chance of Clinton & the Mohawk Valley

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Chapter 3

Introduction

We hope that this handbook will serve at least two purposes. First, supporters and interested friends of the ABC Program should find this handbook to be an accurate reflection of ABC's goals and resources. But, more importantly, this handbook is intended to be a guide for the ABC students. If the students both accept and learn to work with the rules and responsibilities described herein, it is our belief that they will prosper and grow in the ABC Program as well as in Clinton and the surrounding community. This process may not always be an easy one. But we are confident that all students enrolled in the Clinton ABC Program are capable of meeting its challenges.

Keep in mind that both the Handbook and the Program are subject to change. The ABC Program welcomes and here solicits constructive criticism from students of the Program. We firmly believe that our Program can continue to develop and improve if we maintain a perpetual exchange of ideas which are constantly subjected to thoughtful scrutiny and sometimes tested by experience. This revised handbook is a product of such exchanges over more than 40 years. We wish to thank all who contributed their time, energy and ideas to this Handbook, and we encourage them and others to help us in our goal to make ABC an ever better program.

The Board of Directors
A Better Chance of Clinton & the Mohawk Valley

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Chapter 4

Our ABC Community

4.1 Our Students

To date, all of the ABC students who have completed their studies and graduated from Clinton High School have been admitted to four-year colleges. This is a record of which we are proud. You, the students, are responsible for this success, which we hope will continue.

Clinton ABC students are selected by the Personnel Committee from applications provided by the National ABC Headquarters. Our students have come from all over the United States; presently nearly all come from the Northeastern area of the country. Despite the diversity of their backgrounds, all ABC students have in common the ability and ambition to work with intensity in learning. Just as importantly, they enjoy the rewards that grow from their efforts.

In addition to academic success, Clinton ABC students have traditionally participated in such extracurricular activities as student government, the school musical, varsity and intramural athletics, the science fair, band, Model U.N., or the yearbook. They have also participated in community service and other school and community related activities.

Students will discover many interests and activities in Clinton. All of these contribute to personal growth and are a part of the ABC experience. Each student is encouraged to take part in any activity of interest to him as long as his academic work is of high quality and all House rules and responsibilities are satisfied.

4.2 Our Program

4.2.1 The ABC House

The ABC House is located one and a half miles from the center of the village on the edge of the Hamilton College campus. The address of the House is 3989 Campus Road, Clinton, NY 13323, and the telephone number is (315) 853-6266. Normally a student will be living in this house with seven other ABC students and the Resident Director family. Some years there are live-in tutors. Until a student is a Senior he will probably share a room with another student. The common living and dining areas are shared by all.

4.2.2 The Resident Directors

The Resident Directors (herein after referred to as RDs) are responsible for the ABC House and its residents. The RDs are usually a married couple with children, though a single adult could have the position. The RDs supervise and coordinate all of the aspects of the Program directly related to students - academic, social, and interpersonal. They provide an important link between the students, tutors, teachers, Board members, and the student's parents. The RDs are the final authorities concerning in-house decisions. They implement Board policy within the House.

4.2.3 The Resident Tutors

The resident tutors are college students or graduates. They are responsible for tutoring during study hours under the supervision of the RDs. With the Directors they share the responsibilities for management of the House and its activities. In some years tutors may be work-study students residing at Hamilton College.

4.2.4 Host Families

Host families are families living in the community who provide for each student a home situation and experience away from the ABC House. Generally, each student has two host families with whom he spends alternate Sundays from 1:00 p.m. to 7:00 p.m. During that time, the student participates in the activities of the family. The host families pick up the students no later than 1:00 p.m. and return them no earlier than 7:00 p.m, unless other arrangements have been made in advance with the RDs.

4.2.5 Free Sundays

Occasionally during the year, perhaps once a semester, Free Sundays may be scheduled by the Host Family Board Chairperson. Free Sundays will require each student to plan and organize his day, submitting his plans to the RDs, unless a group activity has been planned.

4.2.6 Transportation

Students are provided with help in acquiring transportation to and from their homes as well as to and from destinations in the Clinton area, by the ABC Board, and specifically by the Transportation Committee.

4.2.6.1 Transportation Arrangements

a. Long Distance travel

The Transportation Committee Chairperson will help arrange for long distance trips to and from the ABC House. Our program pays for one round trip per year, normally at Thanksgiving. (See 4.2.7 Vacation and Travel Guidelines; 6.2.12 Transportation Committee.)

b. Travel around Clinton

The Transportation Committee Chairperson will provide lists of drivers, to be posted on the House bulletin board, and given to each student:

1. After school rides

Students should call at least 30 minutes in advance. Each driver listed may not always be available on a given day.

2. Late night rides on Friday and Saturday

Students must call by 8:00 p.m. Normally the arrangement is for one way only. The student may call two drivers, to arrange for the round trip, if necessary.

4.2.6.2 Policy on Rides for Students

We are primarily concerned with establishing and monitoring a policy that keeps our ABC students as safe as possible, a policy that is simple to remember and abide by. Our students have the responsibility of operating within the guidelines agreed upon. Whether or not permission is needed for a particular ride, students are always expected to notify the RDs of their destinations ahead of time and to call about unavoidable changes of plan.

1. College jitney -Use for unrestricted trips to Mall or village during normal social hours. Advise RDs of plans.
2. Rides with peers (local) - Any ABC student may ride with Clinton student drivers within Clinton (school district). It may occur from time to time that ABC students will be told to not accept rides from certain CCS students.
3. Rides with peers (5 mile radius) (Mall and fast-food strip) - Juniors and Seniors have unrestricted permission to accept rides if RDs are notified. Freshmen and Sophomores will not normally be permitted to accept such rides. Instead, they should take the jitney or call someone on the Transportation list for a ride.
4. Rides with peers (greater than 5 mile radius) - Specific permission is required for Juniors and Seniors. Same restrictions for Freshmen and Sophomores as #3.

4.2.6.2 Policy on Rides for Students Cont'd.

5. ABC Program-Related - Adults may drive students within a 200-mile radius. RDs should be notified of plans. Host family outings and college trips are typical examples.
6. Tutors, teachers, school personnel and other CCS parents may give unrestricted rides within a 10 mile radius.
7. Prior permission is required for all other driving situations. No permission will be given for peer-driven trips beyond a 10-mile radius.
8. The home family will be made aware of these guidelines and asked if they would like to add further restrictions for their son. A student should be courteous and notify his family of any unusual or lengthy trips that are planned. Students may at times be asked to obtain family permission for a specific trip.
9. Primary discretion and implementation of policy resides with the RDs. Under no circumstances should students accept rides from anyone who is under the influence of drugs or alcohol or whose ability to drive safely is in doubt.

4.2.7 Vacation and Travel Guidelines

ABC students are expected to be in Clinton and attending classes whenever the High School is in session. Legitimate excuses for absence are illness and family emergencies requiring a trip home. On the other hand, for major holidays and vacation periods, students are expected to return home. Legitimate reasons for not going home are school trips to Spain or France and significant CCS sport competitions.

As a general rule the Board requires students to travel to their homes on the afternoon of the last day of school preceding vacation, after the school day is completed. Ideally, the students will remain with their families for the duration of the vacation and return to the ABC House the day before school resumes. In September new students will normally arrive at the ABC House on Labor Day and returning students on the following day. The Board recognizes the importance of having students renew family relationships whenever possible. Thus, we encourage them to spend the entire vacation period with their families.

In June underclassmen are expected to leave Clinton within 24 hours from the end of their last exam. Any personal belongings left over the summer must be OK'd by the RDs and are left at the student's risk. Seniors are expected to leave 24 hours after graduation, taking all their belongings at that time.

4.2.7 Vacation and Travel Guidelines Cont'd

The ABC Program is responsible for getting the students on the bus as they depart for home and for picking them up at the appointed time when they return from home on the last day of vacation. It is the family's responsibility to pick up the student upon his arrival at his destination and put him on the appropriate bus so he will arrive back in Clinton at the agreed-upon time. Students are expected to notify the Transportation Committee Chairperson of the time well in advance so that plans can be made to meet them at the station. As a courtesy, students should also notify the RDs of their arrival time. Occasionally a student may travel by train or family car or with an adult from the Clinton ABC "family."

Once in a while, an ABC student will have a school-related need to spend part of a vacation period in Clinton. The ABC House is not open during vacation periods. The RDs are on vacation during this time and are not available to supervise the ABC House until the day before school resumes when students are expected back in Clinton. Consequently, if a student has a legitimate need to be in Clinton during a vacation period, he may ask to stay with his host family. Host families do not have to grant this request. If, however, the host family is willing to care for a host son during a vacation and ABC approves his request, the following guidelines are to be observed:

- Ten days before the beginning of the vacation, the student must obtain his family's permission to stay in Clinton by explaining why and with whom he wishes to stay. He must also discuss his intentions with the RDs who will be in touch with a Board member regarding his plans. Ideally the home family and host family will be in touch as well. If his plans are unacceptable, the student will be asked to travel home on the normal schedule. The emphasis here is on timely and adequate communication among all parties having responsibility for the student and the program. Lack of student cooperation with these guidelines may result in restriction of social privileges.
- Student welfare, while in Clinton during a vacation period, is solely the responsibility of the host family. During his stay with his host family, the student is expected to follow their rules, even if they are stricter than the ABC House rules. (Reminder - an ABC student may NOT drive a car under any circumstances when under the supervision of RDs, host families, or any other Clinton hosts.)

4.2.8 The Role of the Board of Directors

The Board of Directors consists of volunteer members from the surrounding community. The Board directs the total operation of the ABC Program through its various committees. Board members may be asked to participate in increasing public awareness and support of the ABC Program by addressing various organizations, often with the assistance of one or more students. Committees include: Academic, College Placement, Finance, Health, Host Family, Housing, Nominating, Personnel, Student Activities, Student Affairs and Transportation (See Chapter 6).

Chapter 5

Student Responsibility and Development

5.1 Areas of Responsibility

The Clinton ABC Program is composed of male students selected for strong academic motivation and promise of achievement. Students live in a family-type residence within a community setting. A basic premise of the ABC Program is that its students are capable of accepting more responsibility than is required of the average high school student. The added responsibilities that come from living away from home and in a residence with many other students cannot be assumed instantly. Rather, the Program expects a gradual assumption of responsibilities. Accordingly, the rules are flexible to accommodate differences in age and maturity among the students, who are expected to show steady progress in the Program's three basic areas of personal development:

1. Academic Responsibility
2. Residential Responsibility
3. Community Responsibility

Areas of personal development cited above are, like the rules detailed below, tough but flexible. If an ABC student accepts these areas of development as goals, then he will find these rules of assistance.

The rules are based on common courtesy to others, the need for individual and group safety, and respect for the rights and attitudes of peers and adults within the Program as well as those in the larger community. Students who work with the rules will find that the rules will work for them. Those students who consistently refuse to abide by the rules will not find the ABC Program to be a productive experience, and, as a result, may be dismissed from the Program. No student, no matter how likable or talented, is above the rules. The rules are designed to work with students as individuals, and all students are assured of equal protection. This is the Program's responsibility to the student.

5.2 Areas of Development

First and foremost, ABC is an academic program, seeking to prepare students for college. The academic rules, standards, and responsibilities which follow are designed to help the student achieve the basic goal of entering college, as well as personal academic goals which each student should establish for himself. As each student approaches and works with these rules and standards, he should remember that learning is not limited to school work. Certainly some of the most valuable experiences ABC students have come from interactions with other students both in and outside of the House. Accordingly, students are encouraged to participate in the school's extra-curricular program. Through such interaction they may expect to experience personal growth and awareness.

5.2.1 Academic Rules

a. Students are expected to arrive at school on time and attend all classes. Absence due to illness or other reason must be approved by the RDs.

b. On every school night, 2 1/2 hours of structured study time are required of each student. . During this time television, radio, and musical instruments will not be played in the House (with the exception noted in (e) below. Internet viewing, and communication through IM, cell phones, etc. may only be used in relation to homework and studying. The use of personal headphones requires permission from the RDs.

c. Exemption from study hours or modification of individual study schedules requires permission from the RDs. Missed study hours must be made up.

d. Freshmen normally study in the Common Room. Those students who maintain an overall scholastic average of at least 90 have the option of studying in their rooms, studying in the Hamilton College Library or, with permission from the RDs, attending any other worthwhile activity. It is the student's responsibility to notify the RDs of his intention to be absent from the House during study hours. If a worthwhile activity is attended by the student, missed study time must be made up.

e. Seniors are exempt from mandatory common room study, and may study in their rooms. However, they are expected to remain in their chosen study area and not to disturb or distract others. Seniors are permitted to play media in their rooms during study hours, provided that the volume is low.

f. When deemed financially feasible by the Board of Directors, honor roll students may receive an increase in their weekly allowance.

5.2.2 Academic Standards

a. The acceptable course of study for an ABC student is a strong college preparatory program. Each year a student is expected to select a strong academic program so that his graduation credits will exceed the minimum requirements of Clinton Senior High School and New York State.

b. The ABC student is expected to pass all courses and Regents Exams, and to maintain a scholastic average of at least 76 in each class. Based on the standard set by the national office of ABC, failure to maintain an overall average of 76 may result in probation or dismissal.

5.2.3 Academic Responsibilities

a. The ABC student is expected to meet regularly with guidance and academic advisers to discuss academic concerns, e.g., course selection, academic difficulties, and college placement.

b. The ABC student is required to meet with the Academic Committee Chair at the start of the school year to discuss the responsibilities of all parties.

c. Upon request by an appropriate ABC Board member or RD, the ABC student is required to participate in any needed mini-clinic or resource service which might be made available, e.g., PSAT or SAT preparation, area College Night, or extra study help.

5.2.4 Residential Responsibilities

Each ABC student is more than just a Program member. He is an integral part of a shared living experience. Cooperation with fellow students and RDs is essential to the smooth functioning of the ABC House. Living at ABC is likely to be different from living at home. Tensions created by the move to a new town, the academic demands of the school, House responsibilities and the rigorous daily schedules require extra cooperation and sensitivity to the needs and feelings of others. The only way to live harmoniously in the House is for each student to respect the rights of others and to assume a fair share of the responsibility for House upkeep. To ensure that the ABC House provides a pleasant and productive home for all students, the following rules will apply:

a. All students are required to keep their rooms neat and clean, and to clean up after themselves both in the House and on the grounds.

5.2.4 Residential Responsibilities, Cont'd

b. Students are encouraged to bring friends to the House at acceptable times, provided that the student has been granted permission to do so by the RDs. The student should introduce all guests to the RDs.

c. There are to be no guests in the House during study hours. Guests are to be out of the House by 10:30 pm on school nights and by curfew on weekends. Permission to have an overnight guest at the ABC House must be obtained in advance from the RDs.

d. Female guests are not allowed in the students' rooms and they may not visit overnight.

e. Students must consult and receive permission from the RDs before 8:00 pm if they wish to be out of the House overnight. Likewise, weekend absences from the Program must be approved at least 48 hours in advance by the RDs.

f. Students must obey the following curfew hours: Sunday through Thursday night, students must be in the House no later than 10:30 p.m. and in their own rooms by 10:45 p.m. Lights, music, and noise should be kept low. Lights out and quiet by 11:00 p.m. All students are to be in the House from curfew until 7:00 a.m. seven days a week, unless permission otherwise has been granted. Music and noise should be held to a reasonable and courteous volume in the early morning.

g. On Friday and Saturday nights freshmen are to be in the House no later than 11:30 p.m., sophomores no later than 12:00 midnight, juniors and seniors no later than 12:30 a.m.

h. Attendance at meals is required unless prior arrangements are made with the RDs. This rule of courtesy also applies to Sunday meals with host families. Reasonable advance notice must be given to the RDs and the cook, and permission granted, whenever guests are brought to dinner.

i. There is to be no smoking anywhere in the ABC House or on ABC grounds.

j. Any illegal activity can be grounds for immediate dismissal. The use of firearms, alcoholic beverages and controlled drugs is illegal and therefore prohibited for ABC students at any time. Physical and verbal intimidation, racial and sexual harassment, hazing, and other similar behaviors are likewise prohibited.

5.2.4 Residential Responsibilities, Cont'd

k. Students must be courteous in answering the phone and faithful in relaying messages. All phone conversations should be limited to ten minutes except in extenuating circumstances. All outgoing long distance phone calls must be made collect or with a calling card or personal cell phone. No incoming collect calls can be accepted. Students are responsible for their own telephone expenses. In the event of an emergency the RDs have a private line with answering machine.

l. It is the responsibility of each student to read all posted information on bulletin boards and to use the information as needed and appropriate.

m. Students are required to reply promptly to the RDs any damage to the House or its furnishings. Intentional abuse to personal and communal property will not be tolerated, and instances will be reported to the Student Affairs Committee.

n. For safety reasons, certain types of electrical equipment may not be used in student rooms (e.g. electric irons, heaters, hotplates) unless approved by the RDs. Likewise, the use of candles, incense, matches, or other flammables is not permitted. Television sets are not permitted in student rooms.

o. No pets, other than those belonging to the RDs, will be allowed in the House without the unanimous agreement of the ABC students and the RDs, and a majority vote by the Board of Directors.

p. Policy from the national office of A Better Chance states that no student may drive a licensed motor vehicle while under the auspices of an ABC Program.

q. Eating occurs typically in the kitchen and dining room. Each student is responsible for his own prompt clean-up from snacking.

r. Students are expected to show evidence of self-development and maturation by recognizing that their behavior must take into consideration the feelings and attitudes of others. Because other people within earshot may be offended by profanity, swearing is not an acceptable conversational technique. The overly loud playing of music that draws on profanity for most of the lyrics is likewise unacceptable.

5.2.4.1 Residential Life Report Card

The Residential Life Report Card is an evaluative tool prepared by the Student Affairs Committee, in conference with the RDs. Its purpose is to help the student develop in House citizenship and character, and to communicate progress to the student's parents. The evaluation typically occurs at the times of the school's academic five week reviews. The Report Card is reviewed by the student and discussed with a member of the Student Affairs Committee and the RD, before it is sent home. An example of the Report Card may be found in the Appendix.

5.2.5 Community Responsibilities

All students enrolled in the ABC Program are expected to conduct themselves in a manner which conveys respect for the surrounding community. It is essential, therefore, that any act which compromises the student's ability to think and act in a mature and intelligent manner must be considered contrary to the goals of the ABC Program. For those reasons all rules involving curfew, overnight and weekend privileges, drugs and alcohol, and driving are considered to be of paramount importance. Infractions of these rules relative to community responsibility are considered probationary and will result in prompt review and action by the Student Review Board.

In addition the student is expected to act in a manner that reflects positively on him and the Program. This includes public behaviors such as curbing the use of profanity, controlling the volume of music offensive to others, and abiding by the rules and expectations in any home in which he is a guest, including host families.

5.2.6 Student Complaints

Students who have a complaint or question about ABC rules are encouraged to bring the matter to the RDs or a member of the Board for resolution.

5.3 Disciplinary Procedures

Minor disciplinary action is handled within the ABC House by the RDs. Major or repeated infractions or violations of rules will be judged by the Student Review Board. The student charged, the RDs and other appropriate persons will present the facts to the Student Review Board.

5.3.1 Initial Procedures for Minor Offenses

The RDs may write a disciplinary letter to the student outlining the specific infraction and the disciplinary action taken. Copies of that letter may be placed in the student's ABC file and sent to the Chair of the Student Affairs committee. After one or more disciplinary letters, the RDs may ask for a review and a hearing by the Student Affairs Chairperson. If the issue is not resolved but continues to be a reasonably minor offense, the Student Affairs Committee may hear the case, make recommendations, and impose disciplinary action. A letter to the student, his parents, and the Board President follow this action. If the problem escalates, either by repetition of the behavior or as a more serious offense, the matter is brought before the Student Review Board.

5.3.2 The Student Review Board

The Student Review Board usually consists of five members selected as follows: President of the Board of Directors (who will chair the Student Review Board), Vice President of the Board of Directors, Chair of the Academic Committee, Chair of the Student Affairs Committee, and Chair of the Host Family Committee. It is expected that if any of the above is a host parent of the student charged, that person will withdraw and be replaced by another member of the ABC Board appointed by the President.

5.3.3 Student Review Board Procedures

The Student Review Board will hear all charges brought against a student as presented by the RDs. The Student Review Board will also hear the student's defense. Both sides may present witnesses and evidence to the Board. The Board will review the case against the student and render a judgment concerning the case. The Board may decide to acquit, place on probation, suspend, or dismiss the student from the Clinton ABC Program. Except for a decision to dismiss, decisions require a simple majority.

a. If acquitted, it is presumed that the student charged was not guilty of the charges or that the offense was not deemed serious enough by the Board to warrant probation or expulsion. Copies of the acquittal ruling, specifying the reasons for acquittal, will be given to the student, placed in the student's national ABC file, sent to the student's parents and given to the RDs.

5.3.3 Student Review Board Procedures, Cont'd

b. If placed on probation, a program with timetable designed to help the student return to non-probationary status will be developed by the Board and administered by the Student Affairs Committee. Copies of the probationary ruling will be given to the student, placed in the student's national ABC file, sent to the student's parents and given to the RDs.

c. If placed on suspension, the student will normally be sent home for a short period of time with the expectation that he is responsible for completing all academic work during the suspension period or immediately upon return. Copies of the suspension ruling will be given to the student, placed in the student's national ABC file, sent to the student's parents and given to the RDs.

d. Judgments of dismissal by the Board require a 4/5's majority (four of the five members). Judgments of dismissal by the Board are considered final. Copies of the dismissal ruling, specifying the reasons for dismissal, will be given to the student, placed in the student's national ABC file, sent to the student's parents, and given to the RDs.

Chapter 6

The ABC Board of Directors

6.1 The Board of Directors

The Board of Directors consists of no more than 25 volunteer members from the surrounding community. The Board directs the total operation of the Clinton ABC Program through its various committees. Board members may be asked to participate in increasing public awareness and support of the ABC Program by addressing various organizations, often with the assistance of one or more students.

6.2 Standing Committees

Open communication and mutual support are essential for all-around success of the Clinton ABC Program. Chairs of committees should meet with the RDs informally and periodically to tell the RDs of pertinent developments that are occurring in their areas of responsibility. RDs should alert appropriate committee chairs to their needs, those of the students, and of the House itself.

6.2.1 Academic Committee

Clinton ABC is first and foremost a college preparatory program. We assume that each student is here because he wants the opportunity to continue his education beyond high school in a college or university. The Academic Committee is designed to help each student attain this goal.

The committee will periodically review the academic program of each student and provide counseling and remedial help when needed. Each student is expected to cooperate fully with the committee as it strives to assist him. In serving each student the Academic Committee will:

- a. Assign each student, upon his entry into the Program, a guidance counselor who will guide him through his stay in the Clinton ABC Program;
- b. Establish academic goals with each student. In accordance with Clinton Senior High School standards, to be on Honor Roll requires an average of 85 and to be on High Honor roll requires an average of 93.
- c. Review each student's progress at the end of each marking period and more often if necessary; only RDs and parents may be made aware of report card grades and academic difficulties. Honor roll status is public information at ABC Board Meetings and may be listed in local newspapers;
- d. Arrange meetings with teachers and guidance personnel to discuss the student's progress;
- e. Establish guidelines to be used in determining academic probation based on national ABC standards;

Academic Committee, Cont'd

- f. Maintain communication between and among school personnel, RDs, parents, and tutors regarding student academic progress;
- g. Encourage each student to develop other skills or interests through participation in extra-curricular activities in the school or community;
- h. Maintain and update the library facilities at the ABC House.

6.2.2 College Placement Committee

The College Placement Committee aids students in selecting and applying to colleges and universities. The committee will:

- a. During spring of their Junior year, meet with students to discuss college plans and the application process. Prepare for SAT's and ACTs in May and June; assure that each student has taken those standardized tests required for college admission;
- b. During fall of their Senior year, meet with students to discuss and help them apply to appropriate colleges and prepare for additional exams, encourage student families to complete financial aid applications promptly, direct students to suitable scholarship opportunities.
- c. Plan trips for Seniors to visit colleges and universities whenever possible. Often ABC students have joined Clinton families who are taking a son or daughter on a college visit.
- d. Provide each student with assistance in selecting appropriate colleges and completing application materials.

6.2.3 Finance Committee

The Finance Committee is charged with raising the money necessary to operate the Clinton ABC Program. These funds are obtained from a variety of local sources through different fundraising activities. The Finance Committee will:

- a. Annually conduct a fundraising drive to solicit contributions from both individuals and organizations;
- b. Maintain and update an active file of Program contributors;
- c. Propose and conduct various fundraising events throughout the year.

6.2.4 Health Committee

The Health Committee is to maintain files for each student and to act as a liaison between the students, the school health officials, and the student's physician while in Clinton. The committee will:

- a. In conjunction with the Personnel Committee Chair, see that health and immunization records are requested the summer before new students arrive;
- b. Obtain authorization forms for all students that permit medical procedures in the event of an emergency;
- c. Obtain evidence of insurance and prescription plans so that uninsured students may be insured through the Program;
- d. Work with the school nurse and the student's Clinton physician to provide assistance in the student's health care and maintenance of health and dental records.

6.2.5 Host Family Committee

The Host Family Committee is charged with matching each student with two host families. The host family provides a home-away-from-home for the ABC student. The Host Family Committee will:

- a. Canvass the community for willing host families;
- b. Match each student with two compatible host families, explaining to all the role of the host family within the Program;
- c. Generate and distribute a schedule of host family assignments;
- d. Meet with host families and students to discuss the Host Family program in order to modify and improve it;
- e. Organize periodic social activities for host families and students.

6.2.6 Housing Committee

The Housing Committee works together with the RDs via frequent inspections to see that the ABC House is in good repair, is kept clean, and is adequately furnished. Students are responsible for the maintenance of their own rooms and will assist in keeping the public rooms of the House in good order by a regular schedule of chores. The Housing Committee will:

- a. Prepare the House for the arrival of the students in the fall;
- b. Supervise needed repairs, including coordination of maintenance and repair work that is done to the ABC House by Hamilton College;
- c. Solicit donations of USABLE and needed furnishings;
- d. Assist in the purchasing of needed furnishings for the House;
- e. Hire and oversee the performance of the cook in conjunction with the Personnel Committee.

6.2.7 Nominating Committee

The Nominating Committee (typically the chair and two others) recommends to the Board the slate of officers and names of new Board members for the coming academic year. The committee will:

- a. Invite Board members to suggest names of suitable candidates. Meet in March/April to consider names for positions to be filled.
- b. Present the names of candidates at the May Board meeting for a Board vote, then contact successful candidates and invite them to be present at the June Board meeting.
- c. Maintain the records on term of service for Board members, usually three years.
- d. Should a resignation occur during the year, with the consent of the Board, find a replacement for that position.

6.2.8 Personnel Committee

The Personnel Committee is responsible for the recruitment and selection of Program personnel. The Personnel Committee is composed of the Personnel Chairperson, Academic Chairperson, Host Family Chairperson, Student Affairs Chairperson, and the Vice President or President. More specifically, the Personnel Committee will:

- a. Select new ABC students and see that appropriate forms and information are sent to new students and their parents;
- b. Before the April Board Meeting, review appointments for the following year with the RDs, Resident Tutors (if any), and cook, and make recommendations to the Board of Directors;
- c. Recruit replacements for any Program position as necessary and make recommendations to the Board of Directors;
- d. Maintain an updated file of individuals interested in Program positions.

6.2.9 Publicity Committee

The Publicity Committee function is to inform the residents of Clinton and Program supporters of all ABC activities. To this end the Publicity Committee will:

- a. Submit news releases describing noteworthy ABC activities to local newspapers;
- b. Assist in the publication of the yearly issues of the "Clinton ABC Newsletter" to be distributed to supporters of the Program; .
- c. Assist other ABC Committees in publicizing fund raising activities.

6.2.10 Student Activities Committee

The Student Activities Committee schedules and coordinates activities for the students during the school year. In past years the SAC has organized ABC orientation, Christmas and Graduation parties, skiing, camping, horseback riding, trips to Cooperstown Baseball Hall of Fame, college athletic games, MVCC College Night, and house speakers. Some activities are designed to be educational, others for fun, while many activities accomplish both goals. Students are expected to participate in all group activities.

6.2.11 Student Affairs Committee

The Student Affairs Committee oversees the social and disciplinary aspects of life in the ABC House. In working with the RDs and students, the Student Affairs Committee helps foster a constructive living experience. In doing so, the committee will:

- a. Initiate and maintain an ongoing dialogue with each student to review his accomplishments and disappointments throughout the year; including use of the Residential Life Report Card, which is mailed home, and for which evaluation occurs at the 5 week academic report time. (See 5.2.4.1 and Appendix.)
- b. Ensure that each student is aware of and sensitive toward the issue of hazing: its intolerability, how to report it, etc.
- c. Select the recipient of the Robert H. Mason Award (\$200) given annually to that senior, "who in character and influence has best typified the highest ideals of the ABC Program";
- e. Select the Gilbert and Margaret Adams Academic Excellence Award (\$200) given annually to any student, junior or senior, who is a member of the National Honor Society.
- f. Select, in, coordination with the RDs, the recipient of the Stephen J. Kelly Award (\$200) given annually to an underclassman who best exemplifies the spirit of the ABC Program.

6.2.12 Transportation Committee

The Transportation committee aids students in acquiring transportation to and from their homes and Clinton as well as to and from destinations in the Clinton area. The committee will:

- a. Maintain and update records for each roundtrip paid for by the student. It is expected that students will pay for their tickets prior to purchase of them by the Transportation Chairperson. Clinton ABC pays for one round trip per year, normally September/June. (See 4.2.6.1)
- b. Maintain, update, and make available to students a list of volunteers who are willing to provide transportation for students in the Clinton area, including trips to bus stations, local college interviews, doctor appointments, and the Mall. (See 4.2.6.2)
- c. Monitor to see that the students are following the House rules with respect to transportation. (See 4.2.6,4.2.7)

6.3 Ad Hoc Committees

Whenever deemed necessary by the Board of Directors, the President of ABC will appoint and charge an Ad Hoc Committee. Such a committee will be automatically disbanded once its charge has been fulfilled.

6.4 Terms of Service

Members of the Board are elected to serve a three year term. Members may stand for re-election. (See Appendix: By-Laws of the Clinton ABC Program, Inc., Article IV, Sec. 3.)

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Residential Life Report Card

Personal Qualities at our Residence

Name:

Prepared by:

Date:

Scale: Exceeds Expectations, Meets Expectations, Sometimes Meets Expectations, Needs Improvement

Qualities:

1. Attitude
2. Responsibility
3. Leadership
4. Respect for others
5. Study habits
6. Trust
7. Adhere to curfew, bedtime
8. Assigned chores
9. Relationship with RDs
10. Positive role model for others in the home

Comments:

Signed/dated by: Student Affairs Chairperson, Student

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**BY-LAWS OF
THE CLINTON ABC PROGRAM, INC.**

ARTICLE I

MEMBERSHIP

Sec. 1. Any person, partnership, association or corporation as specified in Article 6 of the Not-For-Profit Cooperation Law, may become a member of this Corporation.

Sec. 2. The board of directors may establish categories of membership and the annual dues, if any, for such category and may from time to time change, add to or eliminate the categories of membership and the amount of the annual dues thereafter.

ARTICLE II

OFFICES

Sec. 1. The principal office of the corporation shall be in the Town of Kirkland, County of Oneida, State of New York. The corporation may also have offices at such other places within or without the State of New York as the board may from time to time determine.

ARTICLE III

MEETINGS

Sec. 1. There shall be an annual meeting on the second Monday in May in each year for election of members of the board of directors and for receiving the annual reports officers, directors and committees and the transaction of other business. If the day designated falls upon a legal holiday, the meeting shall be held on the next succeeding secular day not a holiday. Notice of the meeting, signed by the secretary, shall be mailed to the last recorded address of each director at least five (5) days and no more than thirty (30) days before the time appointed for the meeting. All notices of meetings shall set forth the time, place, date, time and purpose of the meeting.

ARTICLE IV

BOARD OF DIRECTORS

Sec.1. Number: The property, affairs, business and concerns of the corporation shall be vested in a board of directors consisting of not fewer than ten (10) nor more than twenty-five (25) directors. The members of the board of directors shall, upon election, immediately enter upon the performance of their duties and shall continue in office until their successors ' shall be duly elected and have qualified.

Sec.2. Qualifications: Each director must be of the age of eighteen (18) years or older.

Sec.3. Election of Directors and Term: At each annual meeting of the directors, those members of the board who are not standing for re-election shall elect the necessary number of directors so that approximately one-third (1/3) of the membership of the board shall be elected each year. Each director shall be elected to serve a three year term. The board may also include as ex-officio members of the board such as the local ABC medical consultant and the local ABC legal consultant.

Sec.4. Duties of Directors: The board of directors may (1) hold meetings at such times and places as they think proper; (2) appoint committees on particular subjects from the members of the board; (3) audit bills and disburse the funds of the corporation; (4) print and circulate documents and publish articles; (5) employ agents; and (6) devise and carry into execution such other measures as they deem proper and expedient to promote the objectives of the corporation and to best protect the interests and welfare of the corporation.

Sec.5. Meeting of the Board: Regular meetings of the board of directors shall be held immediately succeeding the annual election in May and at such other times and places as the board may from time to time determine. Notice of the meetings signed by the secretary should be mailed to the last address of each director at least five (5) days before the time appointed for the meeting. The President may, when he or she deems necessary, or the Secretary shall, at the request in writing of three (3) members of the board, issue a call for the special meeting of the board and only one day's notice shall be required for such meetings.

Sec.6. Quorum: A majority of the board of directors shall constitute a quorum for the transaction of business. The President shall preside at all meetings of the board or in his or her absence, the Vice President shall preside.

Sec.7. Vacancies: Whenever any vacancy occurs in the board of directors, by death, resignation or otherwise, it shall be filled without undue delay by a majority vote by ballot of the remaining members of the board. The person so chosen shall hold office for the duration for the term of the person he or she is replacing.

Sec.8. Removal of Directors: Any one or more of the directors may be removed with our without cause at any time by a vote of two-thirds (2/3) of the members present at any special meeting called for that purpose. A quorum of the board of directors must be present for such special meeting.

ARTICLE V

OFFICERS

Sec.1. Number: The officers of this corporation shall be a president, vice-president, secretary and treasurer and such other officers as the board of directors may determine and elect from time to time.

Sec.2. Method of Election: The board of directors shall elect all officers for a term of one year commencing July 1, said election to take place immediately succeeding the annual meeting of the corporation.

Sec.3. Duties of Officers: The duties and powers of the officers of the corporation shall be as follows:

PRESIDENT

The President shall preside at the meetings of the board of directors and of the executive committee, and shall be a member ex officio, of all committees. The President shall also preside at the annual meeting of the board and such other times as he or she deems proper, communicate to the board of directors such matters and make such suggestions as may in his or her opinion tend to promote the prosperity and welfare and increase the usefulness of the corporation and shall perform such other duties as are a necessary incident to the office of the President. The President need not be a director.

VICE-PRESIDENT

In the case of the death or absence of the President, or of his or her inability from any cause to act, the Vice President shall perform the duties of the President's office.

SECRETARY

It shall be the duty of the Secretary to give notice of and attend all meetings of the corporation and keep a record of its doings, to conduct all correspondence and to carry into execution all orders, votes, and resolutions not otherwise committed, to keep a list of the board of directors, the officers and the Committee members of the corporation, and generally to devote his or her best efforts to forwarding the business and advancing the interests of the corporation. In case of absence or disability of the secretary, the executive committee may appoint a secretary pro tem.

ARTICLE V, OFFICERS, CONT'D

TREASURER

The treasurer shall keep an account of all monies received and expended for the use of the corporation, and shall make disbursements only upon vouchers approved by any member of the executive committee. He or she shall deposit all sums received in a bank, or banks, or trust company approved by the executive committee, and make a report at the annual meeting or when called upon by the President. Funds may be drawn only upon the signature or approval of the Treasurer.

The funds, books and vouchers in his or her hands shall at all times be under the supervision of the executive committee and subject to its inspection and control. At the expiration of the Treasurer's term of office, he or she shall deliver over to his or her successor all books, monies and other property, or, in the absence of the treasurer elect, to the President. In case of the absence or disability of the Treasurer, the executive committee may appoint a treasurer pro tem.

The office of Secretary and Treasurer may be held by the same person.

Sec. 4: Executive Committee: The Executive Committee shall consist of the officers of the corporation.

ARTICLE VI

COMMITTEES

Sec.1. Creation: For the purpose of advising the board of directors, the officers, and the members, there shall be established the following operating committees: (1) Finance, (2) Community and Public Relations, (3) Academic, (4) Housing, (5) Personnel, (6) Health, (7) Host Family, (8) Academic Affairs, (9) Budget, (10) Student Activities, (11) Student Affairs, (12) College Placement, (13) Transportation, (14) Nominating.

Such other standing or ad hoc committees may be appointed from time to time as the board of directors may determine. Chairpersons of all committees shall be appointed by the President of the corporation, subject to the approval of the board of directors. Operating committee members shall be appointed by the President or committee chairperson. Ad hoc committees may be appointed by the President of the corporation with the approval of the board of directors. Each committee shall have the powers and perform the duties which may be delegated to it by the board of directors, including the following.

Sec.2. Finance Committee: The Finance Committee shall be responsible for procuring the funds necessary to carry out the purposes of the corporation. It shall deliver all funds received to the Treasurer for safekeeping. Its programs of fund raising and methods of carrying them out shall be subject to the approval of the board of directors. .

ARTICLE VI, COMMITTEES, CONT'D

Sec.3. Academic Committee: The Academic Committee will periodically review the academic progress of each student and provide counseling and remedial help when needed.

Sec.4. Housing Committee: The Housing Committee shall be responsible for all matters related to the selection, purchase, maintenance, repair, and furnishings of student housing. The Housing Committee shall also be responsible for the employment and supervision of all personnel related to the maintenance of the ABC residence, such as housekeepers and cooks, subject to the approval of the board of directors.

Sec.5. Personnel Committee: The Personnel Committee shall select and oversee the resident directors, resident tutors, and students who participate in the program, all subject to the approval of the board of directors. The resident director(s) shall be ex officio member(s) of this committee.

Sec.6. Health Committee: The Health Committee shall be responsible for all matters directly related to the health of the students, including health insurance, in" and out" patient coverage, and dental care, subject to the approval of the board of directors.

Sec.7. Host Family Committee: The Host Family Committee shall be responsible for identifying, obtaining, and supporting host families for all the students, and for such other duties as may be assigned to it by the board of directors, all subject to the approval of the board of directors.

Sec.8. Budget Committee: The Budget Committee shall be responsible for preparing for each year or part thereof a plan or schedule adjusting anticipated expenses to the estimated or fixed income for each year. In the preparation of such budget, it shall work closely with the Treasurer and Finance Committee. Among other things, the Budget Committee shall be responsible for reviewing and adjusting the budget once prepared periodically or at the request of the board of directors.

Sec.9. Community and Public Relations Committee: The Community and Public Relations Committee shall be responsible for publicizing the activities of the corporation and preparing releases to the news media and for the preparation of any brochures, pamphlets, or articles informing the public of the nature; purposes and activities of the corporation, subject to the approval of the board of directors.

Sec.10. College Placement Committee: The College Placement Committee shall be responsible for counseling the ABC students regarding their plans for college education and cooperating with the local public school guidance department in the placement of ABC students in colleges.

Sec.11. Transportation Committee: The Transportation Committee will assist students in acquiring transportation to and from their homes and Clinton, and to and from destinations in the Clinton area.

Sec.12. Nominating Committee: The Nominating Committee will propose nominations to the board of directors for officers and directors to be voted at the annual meeting and when a vacancy shall occur.

ARTICLE VII

CORPORATE SEAL

The board of directors may adopt a corporate seal, in which case it shall be circular in form and bear the name of the corporation, the year of its organization and the words, "Corporate Seal, New York."

ARTICLE VIII

FISCAL YEAR

The fiscal year shall begin the first day of July in each year.

ARTICLE IX

AMENDMENTS

These by-laws may be amended, repealed or altered in whole or in part by a majority vote at any duly organized meeting of the corporation. The proposed change shall be mailed to the last recorded address of each member not less than ten (10) days nor more than fifty (50) days before the time of the meeting at which to consider the change.

Amended May 1997