

FAYETTEVILLE-MANLIUS A BETTER CHANCE
("FMABC")
SCHOLAR HANDBOOK
2015-2016

1. PREFACE.....	2
2. WHAT IS FM ABC?.....	3
3. GENERAL PRINCIPLES.....	4
4. EXPECTATIONS AND EVALUATION.....	4
5. ACADEMIC GUIDELINES.....	5
6. EXTRA CURRICULAR ACTIVITIES.....	7
7. FINANCIAL POLICIES -- WHAT DOES FM ABC PAY FOR?.....	9
8. MEDICAL COVERAGE/HEALTH POLICY.....	10
9. ENRICHMENT FUND AND POLICY.....	11
10. SCHEDULE.....	12
11. HOUSE RULES.....	13
12. COMPUTER AND INTERNET ACCESS POLICY.....	17
13. HOST FAMILIES.....	18
14. RESPECT.....	19
15. STUDY HOURS.....	20
16. VACATIONS/TRAVEL/TRANSPORTATION.....	21
17. CONTRACT AND AGREEMENT.....	24

1. PREFACE

Whether this is your first year in the FMABC program or your last, everyone involved in the program welcomes you and hopes the year will meet your expectations. If you are new to FM, it may take a while to get used to a quiet, suburban community. On the surface there is little diversity. In addition, you may experience many things here different from your home and neighborhood.

You have been selected from a group of highly qualified applicants to participate in A Better Chance because you have demonstrated promise and potential during your elementary and junior high years. By deciding to enter the program you have made a commitment and accepted a challenge. The challenge is to make the most of the many and varied experiences you will have here and to achieve at the highest level you can. The commitment is to you and to be a contributor to the other members in the program, to the school, and the community. Please remember that you have been chosen for this opportunity over other candidates equally as deserving as you. Use your spot wisely!

FM ABC requires a commitment to academic growth and personal responsibility. The academic guidelines, house rules, personal performance expectations, Host Family guidelines, and other suggestions are all designed to help you achieve your own goals and those of the program.

Living up to these expectations will require a tremendous effort, and the going will be tough at times. In order to get what you deserve from your stay here, you must work hard and give of yourself. It should help you to remember that there are many people ready to help and support you - people who believe in you and want you to succeed.

At a National ABC scholar orientation conference a few years ago, a young woman who had just graduated from an ABC school gave this advice:

1. Realize you are different - know who you are.
2. Be open-minded. Be willing to learn and willing to teach.
3. Don't be disappointed if you don't do well at first- just work harder.
4. Set goals for yourself.
5. Take advantage of all opportunities.
6. Budget your time.
7. Understand your environment.
8. Believe in yourself.
9. Hang on!

2. WHAT IS FM ABC?

FM ABC is one of 23 Community School Programs (“CSPs”) in the ABC network. You applied to National ABC, and your folder was referred to our selection committee. That committee chose you because they saw you as a scholar with talent and as an individual with academic aspirations.

As a participant in the FM ABC program you attend Fayetteville-Manlius High School (FMHS), a well-regarded college-preparatory secondary school. You live in a house with the other scholars in the program, the Resident Director(s) (RDs), and two Resident Advisors (RAs). There are rules and specific expectations. We will all work together to create a home-like environment that enriches and supports you.

WHO RUNS THE PROGRAM?

The Staff are responsible for the daily running of the house and have direct responsibility for each of the scholars. The Staff also have many other duties that include working closely with the Board of Directors.

The Board of Directors is made up of a group of volunteers in our community who are responsible for the overall program. The Chair of the Board, the Vice-Chair, constitute the part of the Executive Committee which meets regularly with the RDs and deals with on-going scholar issues as well as matters that require immediate attention.

Members of the Board of Directors are responsible for every aspect of the program - academic review, Host Families, enrichment, personnel, finance, etc. You may not have contact with many of the Board members, but without their work throughout the year, the FM ABC program would not exist. The whole Board meets once a month. A scholar representative is invited to attend at the beginning of the meeting to keep the Board informed about scholar activities and issues. A Board list and descriptions of the various positions can be found at the house or is available upon request.

It takes considerable time and energy to raise the almost \$100,000 needed to run the program each year. The fundraising events and solicitation of individuals and organizations require year-round effort. We are grateful to the community who donate their services or contribute to the FM ABC program. Many town organizations contribute annually to the FM ABC program. You should strive to learn about these organizations through the years.

Your success depends on all of us working together – you, members of the Board, Host Families, the community, and the FM ABC staff and your parents.

3. GENERAL PRINCIPLES

FM ABC is an academic program that educates and prepares scholars for college. However, along with academic performance, your goals should include expanding and developing yourself as a scholar and developing your capacity for interpersonal relationships.

As a member of the FM ABC program, you are a representative of FM ABC's traditions and beliefs.

The FM ABC House is your home away from home. It is also part of a larger neighborhood and community. It is important to be considerate of others in your home and to be aware of maintaining harmony with neighbors. The house has been the residence for ABC scholars for 40 years. It will be where you live during the school year for the 4 years you are here. Please treat it with respect and leave it in good condition for those that will follow you.

We encourage your active contribution as a member of the house.

The FM ABC House is a home where everyone is respected and valued. For each person to benefit, everyone's efforts and goodwill are needed.

4. EXPECTATIONS AND EVALUATION

There are many expectations for scholars in the FM ABC program. Many of these are spelled out in this handbook. All are designed to help you make the most of the opportunity and to achieve your highest potential. At the beginning of the year, some time after the first academic quarter, each scholar will sit down with the RDs, her academic advisor and a member of the executive committee to set goals and expectations. Also, an evaluation process will take place after each marking period that will help you measure your own growth and progress. The goals for each scholar may vary depending on the individual. A copy of the progress report will be sent to your parents/guardians.

Expectations fall into three general categories:

Academic - It is expected that you will strive to be on the honor roll during every school year, that you will come to recognize your strengths and weaknesses as a learner, and that you will seek appropriate help if needed.

Extra-curricular - It is expected and required that you will participate in school organizations, clubs, and activities.

Community Service - It is recommended that you will participate in at least one community service project or volunteer activity each year.

DISMISSAL

Dismissal from the ABC program is a very serious matter. A scholar is considered for dismissal if:

- Her academic performance does not meet the program's requirements (see Academic Guidelines).
- She fails to observe house rules.
- She participates in any illegal activity or an activity that causes her to be viewed unfavorably as a representative of FM ABC in the community.
- She consistently displays an uncooperative, defiant attitude.

5. ACADEMIC GUIDELINES

All scholars in the FM ABC program are expected to maintain a minimum grade point average of 83-86 (B) in the core classes of English, Math, Science, Social Studies and LOTE. Physical Education and electives will not be counted toward this average for the purpose of FM ABC academic requirements.

It is hoped that scholars will achieve FMHS honor roll (87 or higher) or high honor roll (90 or higher) on a regular basis. Honor roll status will make it more likely that you will gain admission to colleges.

There are many resources available to you, should you need help. It is expected that you will make arrangements with classroom teachers to have meetings in order to assess progress, set goals, maintain communication and receive help, if necessary. Your teachers should be your first source of help; developing a good rapport with teachers is important in your educational process. We provide tutors to assist you as needed. You must, however, demonstrate your efforts to work with your teacher first. If that does not help, then you should make sure your Academic Advisor is aware of the issues with school

work as well as staff. Don't forget the RDs and RAs are a great resource too with schoolwork.

You are expected to be at school on time every day. Attendance at FMHS is not optional. There are strict rules about being tardy or absent. Too many absences will result in your having to go before an academic review committee at school and may result in loss of credit for the course. (See FMHS student handbook)

Scholars who are ill will be responsible for making up schoolwork, homework and other assignments missed. If ill for an extended period of time, you will need to make arrangements with the RD/RAs to have schoolwork brought home.

Teachers submit progress reports approximately half way through the marking period. The staff, your academic advisor and the Board will review these. Scholars should take these seriously and work with the teacher to correct any negative reports. This is your opportunity to set things right before things get out of hand. Do not ignore them. Reports of missing homework and uncooperative behavior will be dealt with seriously and are an indication of your attitude and desire to succeed in the FM ABC program.

Academic Probation

A scholar will be put on academic probation if she does not have the required average. Students who receive D's or F's in **any class** may be subject to dismissal, even if they meet the 83-86 averages. Parents of a scholar on academic probation will be notified, and her Host Family will be notified as well.

A scholar on academic probation:

- May not be allowed to go out during weeknight study hours.
- Will make arrangements to spend extra time with appropriate tutors and/or teachers in problem subjects. The scholar will be required to comply with the tutor's recommendations.
- Will show assignments to the RAs or RDs at the beginning of study hours and have work checked at the end of the evening.
- May be asked to have work monitored by appropriate teachers and the RD/RAs through the use of a check sheet and mygradebook.com.
- May be restricted from participation in extra-curricular activities, and will not be allowed to hold a part-time job.
- May be assigned extra study hours.
- Will be required to sign a contract acknowledging her probationary status and, outlining the issues and a plan of action with the goal of being removed from academic probation. The contract will be forwarded to the National office and her parent/guardian.

Failure to observe academic probation rules will be considered as an indication of an uncooperative attitude and will be taken into consideration in the scholar's evaluation.

Scholars on academic probation who do not receive an 83-86 average in the subsequent marking period may be recommended for dismissal, unless mitigating circumstances warrant an extension of the probationary period.

First year scholars will be placed on probation following any marking period in which they do not achieve the required average. The final year-end grades will be used in determining whether the first year scholar has met the minimum grade for remaining in the program. Freshmen will not be dismissed for academic reasons until they have spent one full academic year in the program.

No scholar will be dismissed for academic reasons following the **first** or **third** marking periods in any academic year.

Seniors are expected to stay focused on all schoolwork throughout the year. If a senior's grades drop significantly, she will be subject to loss of privileges.

Summer reading/schoolwork

Scholars are expected to be familiar with the summer reading requirements and other schoolwork required by any course she may be taking the next academic year, as set forth by FMHS.

6. EXTRA CURRICULAR ACTIVITIES

Extra curricular activities can and should be an important part of your life here. You should participate in an activity at least three quarters of each year- a sport, school club, community service, church group, etc. If you have an interest in music or other types of lessons, FM ABC encourages you to pursue it. We will help you work out payment arrangements, and will assist with the costs, if necessary.

Developing interests and being part of a team or club are valuable aspects of your education and personal growth. Participating in activities helps you feel a part of the school and community and is looked on favorably by college admissions officers who are interested in what you have contributed to your school or community, and the impact of various experiences on you.

A part-time job can also be a good experience; and if earning money is important, there are many opportunities available. However, academic excellence is the first goal for all scholars. Therefore, you may not hold a job if you are on academic probation or you show signs of academic weakness. Freshmen may not hold jobs; coming to a new town, attending a new high school and being away from home are big enough adjustments in the first year of the program. You are encouraged to participate in extra-curricular activities rather than seek a job. Remember though, any job you do take is a responsibility to take seriously. If you strive to be on time, do your best, and are reliable, your work experience is more likely to be a rewarding one. Additionally, you are

responsible for making any travel arrangements that may be necessary to travel to your place of employment.

Enrichment: One of the committees of the FM ABC program plans activities that will expand your horizons and enrich your experience here. This committee arranges for dinner guests and speakers, special trips, etc. Occasionally guests visit the house to share their experiences (career and academic) and offer advice. Scholars are expected to be polite and attentive during presentations.

Scholars are required to dress appropriately on special occasions including when speakers come to the house. The RD's and RAs should ensure that the scholars have appropriate attire.

Some activities or events are optional and some are mandatory. Scholars are welcome to make suggestions for activities and can take the initiative to propose events such as attending a concert, going to a museum, etc. The RDs will keep records of what you have done and must give approval of an individual choice.

Summer Programs: National ABC serves as a recruiting source for several special summer programs such as the LEAD program in business, National Outdoor Leadership School (NOLS), Experiment in International Living and Outward Bound. Emails regarding these programs and the like are sent from time to time to keep you informed. Take the time to look at these emails and discuss opportunities with your family. Often scholarships are available, but you must work actively and quickly to complete the application. Your academic advisor or a staff member will help you with any application and discuss options.

Scholars should inform their academic advisor/staff member in January so that they can assist in the process of choosing a summer activity. Any summer activity for which the scholar will be requesting funds from the program must be chosen with the participation and knowledge of their academic advisor, staff or other trusted Board member.

When economically feasible, there will be a fund maintained by the program to assist scholars in paying for summer programs the summer before entering their junior or senior year. The Board must be informed well in advance and the program must be one that is pre-approved, sponsored and/or recommended by National ABC. It will be a Board decision as to how much and to whom the funds are awarded. Many factors will be taken into consideration, including but not limited to need, first and foremost, as well as academic achievement.

These funds will not usually cover the full cost of summer programs so it will be the responsibility of the scholar to work with her academic advisor/Board member to obtain scholarship/funding for the balance.

Scholars **will not** be permitted to ask fellow students or host families or other members of the community for assistance in funding summer programs. Should any offers be made to the scholar, she should refer the offering party to the Chair of the Board. If an offer is made to sponsor a scholar's summer activity it may only be accepted if done with Board approval so as to insure proper acknowledgement and help with directing the funds accordingly in a transparent fashion.

7. FINANCIAL POLICIES -- WHAT DOES FM ABC PAY FOR?

As with every other aspect of the program, finances require a joint effort. Parents are asked to make a financial contribution each year, and the program does fundraising of all kinds to raise the money needed to maintain the house, provide food, and pay for utilities and support services and staff.

The program provides you with an allowance (\$15) each week to help with personal expenses. If you have trouble budgeting, the RD will be glad to help you work out a plan. Some scholars open a savings/checking account at one of the banks to put money aside for trips and other expenses. (Many banks are within walking distance of the house).

You will be given your allowance even though you may be away for a long weekend or a vacation that starts mid-week, but you must take responsibility for seeing that your chores are completed before leaving the house. Although allowance is not directly related to chores, fines may be used as a disciplinary measure, especially when chores have not been handled responsibly.

FM ABC's general policy is that no scholar should be denied the opportunity to participate in any academic, school-related or community activity because of inability to pay for it. At the same time, the program expects you and your family to contribute to the best of your ability. See the policy above about summer activities as an example.

For juniors and seniors taking the PSAT and SAT/SAT II/ACT exams, Scholars must get fee waivers from their guidance counselor at the high school. The program will pay for a reasonable amount of tests where no fee waivers are available. Under no circumstances will the program pay late fees that are due to the scholar's failure to obtain the fee waiver in a timely manner.

SUPA and AP courses: Qualified scholars are encouraged to take Syracuse University Project Advance courses. However, the program does not pay for SUPA college credit. Scholars are eligible to register for a fee waiver with the AP/College Board for AP exams. If fee waiver is not available, and the parent/guardian is not financially able, then the program will pay.

It is the responsibility of FM ABC seniors to request fee waivers for college applications. If a scholar wishes to apply to more colleges than there are available fee waivers, those additional application fees are her responsibility.

Often scholars are able to earn money through part-time or odd jobs such as yard work and baby-sitting.

If you need help in financing an activity, plan ahead. Let the RD/staff and your academic advisor know at least two weeks in advance. Please put the request in writing using e-mail. The program will not pay for something just because you have failed to plan, and will not pay late charges if you have failed to meet a deadline. Any exceptions to the missed deadlines will take into account the scholar's academic standing and behavior.

If you are not sure about something, ask! Don't assume that because no one did it before you can't do it. It is an important lesson to learn to ask for help if you need it. If the RD doesn't know the answer, she will find out.

8. MEDICAL COVERAGE/HEALTH POLICY

It is required that all FM ABC scholars are covered for medical insurance under a parent's policy. Routine medical and dental expenses are the responsibility of the scholar and her family and must be done at home. You must get a physical and submit the required form, which can be found on the FMSchools website, www.fmschools.org, before beginning your first year at the high school. Please make sure you get your regular check ups in the summer or vacation so that you can participate in sports if you wish. Physicals are required for all sports participation at FMHS and for entrance into the high school. If you need a sports physical, they are offered for free at the high school on certain dates before the season begins. Please avail yourself of this service.

Sickness Procedures/Policy

Please let staff know if you are sick! PARENTS: if your child is calling you to tell you that she is sick please ask her if she has informed the staff first. This will facilitate your child getting the help she needs.

If a scholar has any cold/flu symptoms; e.g.- runny nose, sneezing, cough, headache, vomiting, or any other non-emergency type of illness, but no fever, the parent needs to be contacted so they know staff is aware of the problem and keeping an eye on the scholar. If it is parent contacting staff because scholar has complained to parent first and has not yet let staff know, then staff should respond to parent within a reasonable period of time, generally the same day, to acknowledge that they are aware of the problem, have spoken to the scholar, and will be keeping an eye on the scholar.

If a fever develops or any of the symptoms in #1 are not getting better within 5-7 days (except vomiting which can only be waited out for 24 hours), staff should call Fairgrounds Physicians, the medical group used by the FM ABC program, and make an appointment for an office visit.

The staff person making the appointment will also be in charge of reporting to the parent what happened at the Dr. visit and notifying the Chair. The RD will follow up 2-3 days later with the parent. Whoever (staff or Board member) takes the scholar to the Dr. will pick up any prescriptions/medications or arrange for them to be picked up later. Additionally, if a Board member or academic advisor takes the scholar to the doctor, she should inform all staff by email of the results and the RD/staff should update the parent.

If medicine is required that cannot be covered by insurance, the program will pay for it, so that your child can have her medicine as soon as possible. It will be the parent/guardian's responsibility to reimburse the program within 3 business days from notification that the expense was incurred.

Emergency Procedure

If a scholar experiences severe breathing problems, severe uncontrollable bleeding or head trauma, broken limb or unconsciousness for any period of time whatsoever, or other serious acute health condition, **911 should be called and the staff person on duty will go to the hospital with the scholar if there is backup coverage for the house available.**

If no coverage for the house available, staff on duty should contact a member of the board to cover the house so the staff person can proceed to the hospital. Staff on duty will inform the parent.

As soon as reasonably possible, the Chair or other Board member should be notified of the emergency. The Board member contacted will assist the staff member at the hospital, if needed. The Staff member should stay with the scholar at the hospital until a plan is put into place regarding the scholar at the hospital.

SCHOLARS WILL BE TAKEN TO UPSTATE HOSPITAL'S PEDIATRIC EMERGENCY ROOM IN SYRACUSE, NY.

IMPORTANT NOTE REGARDING SCHOLARS WHO TURN 18: When a scholar turns 18, she is considered a legal adult in the medical community.

9. ENRICHMENT FUND AND POLICY

FM ABC makes available limited funds (“Enrichment Fund”) for use by the program toward Enrichment Activities of a cultural nature, rather than those that are purely entertainment in nature.

Activities are for the benefit of the entire House such as cultural events and are offered to all the scholars. FM ABC House-initiated trips and other events approved by the Committee will be paid by the Fund.

Expenses for purchasing items to support an Enrichment event (books) as well as reasonable expenses for food, lodging, and travel to events may be charged to the Fund.

GUIDELINES FOR SCHOLAR ENRICHMENT ACTIVITIES

Expenditures which benefit an individual scholar (for example a sports camp, a FMHS band trip, a FMHS language club trip) will be made subject to the Guidelines for Scholar Enrichment Subsidies and not deducted from the Fund. An accounting of individual scholar subsidies will be made for each fiscal year and these funds will be part of the operating budget each year.

Approval of activities subsidized by the program is at the sole discretion of the FM ABC Board. Types of activities covered may include the following:

- School sponsored field trips
- Subscriptions to educational publications
- Extra-curricular activities, including fees, equipment and trips for sporting activities; music lessons and instruments; theatrical productions including equipment and costume rental; school club activities
- Cultural activities related to music, theater, and science, for example
- Cultural activities related to ethnic heritage
- SAT/ACT preparatory courses. Only online courses will be considered.

Request:

All requests for enrichment subsidies should be submitted by e-mail by the scholar to her academic adviser, stating activity, cost, and why she wants to participate in the activity. Requests should be made sufficiently in advance to allow for program review and approval, at least two weeks before the funds are due. Requests are granted on a case-by-case basis. Need will be taken into account as a first priority.

Approval:

All requests for funding are subject to approval by the Executive Committee or its appointed representative. Further, the Executive Committee has the right to withhold subsidies should a scholar not fulfill the academic or behavioral expectations of the program.

10. SCHEDULE

The RD is responsible for confirming the schedule at the beginning of the academic year. Scholars on academic probation will have study hours determined. Television and video game time will be strictly monitored. The following is an **example** of the structure of a scholar's schedule may have at the house:

6:00 PM Monday through Thursday– Dinner

After Dinner: free time/chore time*

7:00 - 9:30 PM Study Hours Sunday through Thursday (school nights)
Advance permission from the RD or RA is required to be absent during study hours. On Sundays: scholars should be back at the ABC House by 7:00PM and ready for study hours at 7:15 PM. All schedules are subject to confirmation by the RD and RA.

*Chores not finished before study hours are to be performed directly after study hours before TV, computer and telephone activities.

10:30 PM Upstairs/ Quiet time

11:00 PM Lights out for all scholars (unless prior permission given by RA or RD for study purposes only).

Scholars may be required to go to bed early on a day they have missed school.

Note: No TV or video games from 6:00 - 9:30 PM Monday through Thursday evenings or Sunday from 7:00 - 9:30 PM. Scholars on academic probation are not allowed to watch TV, play videos, text or any other leisure activities Monday through Thursday. This includes watching on computer.

Weekday curfew (Sunday through Thursday) - 10:00 PM. Scholars do not have "blanket permission" to be out on weeknights. All activities must be approved by RD or staff on duty. Any exceptions to the 10:00 PM curfew must have a RD's permission. Staying out after curfew is a serious disciplinary infraction.

Weekend curfew (Friday and Saturday)

11:00 PM – Scholars *

12:30 AM- everyone in own rooms, quiet

*unless special permission is given by RD

11. HOUSE RULES

1. Possession or use of weapons, alcoholic beverages and/or controlled drugs is strictly prohibited and will result in **immediate** dismissal from the program.
2. Theft (or destruction) of money, property or other personal items from fellow scholars, the FMHS students, staff or other FM community members will result in **immediate** termination of a scholar from the FM ABC program.
3. Inappropriate sexual activity (coercive or demonstrative), both within or outside the FM ABC House, is forbidden and constitutes grounds for dismissal. Guests, especially male visitors are only allowed on the first floor of the house. No male guests may in the house at any time whatsoever unless there is a staff member in the house the entire time the male guest is there.
4. Harassment includes any inappropriate behavior, verbal, physical, or sexual, which demeans or offends others. Derogatory statements about culture, race, ethnic origin, religion, gender and sexual orientation are harassment and unacceptable. Unwelcome physical advances, unwarranted verbal remarks, and discriminatory comments are harassment and unacceptable. Harassment towards others in the house, at school, and in the community cannot be tolerated and any suggestion of it, no matter how innocent it may seem, is unacceptable.
5. Hazing in any form is harassment and, therefore, unacceptable. Hazing includes initiating individuals into a group by mandating stressful, strenuous, or otherwise humiliating activities. **Any harassment or hazing violation will result in immediate dismissal, the loss of A Better Chance scholar status, and all related benefits.**
6. Scholars must discuss their plans with the RD and/or the RA of their whereabouts. A sign-out board is in the kitchen. You must sign out when you are leaving with the following information: where you are and who you are with. You must also text/email all staff with the same information. An RD or RA must know where you are, where you can be reached, and when you will return. Failure to do so may result in disciplinary action. Scholars may not visit other homes unless there is adult supervision. You must obtain permission from an RD or RA if you wish to be out of the house overnight.
7. Scholars who are not returning to their homes during a school vacation period must let an RD know in writing where they will be and how they can be reached. The RD and their parents must approve those plans.

8. Scholars are expected to return to the ABC House after vacation by 7:00 PM on the day before classes resume. Extenuating circumstances that necessitate a delay require notification of an RD, and your Host Family when appropriate.
9. Scholars are expected to attend all classes, on time, unless ill or an excuse has been approved by an RD. In the case of illness, you must contact an RD no later than 7:00 AM and are expected to remain in the house during the day or at the house of a Board member. (See academic guidelines as well.)
10. Dinner is served at 6:00 PM. Prompt attendance is expected. Notice must be given as far in advance as possible to miss a meal or to have a late dinner. Dinner guests are welcome, but one day's advance notice is required to allow the cook to prepare adequately.
11. The TV and video games may not be on from 6:00 - 9:30 PM, (subject to confirmation or change by the RD and RA). Scholars on academic probation are not allowed to watch TV, play videos, text or any other leisure activities Monday through Thursday.
12. Food other than what is being served should not be brought to the table Monday to Thursday at the dinner hour. Constructive meal planning suggestions are welcome, but constant complaints or rude remarks are not appropriate.
13. Smoking is prohibited for any FM ABC scholar. FM ABC is a smoke free environment.
14. Based on National ABC policy and rules, no scholar may drive a car while in the program.
15. Each scholar is responsible for carrying out chores (assignments in the house and on the grounds) as well as extra jobs that need to be done at the request of the cook, RAs, or RDs. If you are unable to do it, you must arrange for a substitute.
16. Saturday chores must be completed by 12:00 PM. If this conflicts with an extra-curricular activity, you must establish an alternative time frame with RD or RA whichever is on duty.
17. Each scholar is responsible for cleaning her own room and bathroom, as well as cleaning up after herself in the kitchen and common areas. Failure to clean your own room or do your chores satisfactorily makes you eligible for special chores, loss of allowance, or other consequences.
18. Any repairs that are necessary because of abuse or negligence are the responsibility of the person causing the damage. Damage should be reported to an

- RD immediately. With the advice of the RD and/or housing committee, the person causing the damage must make a speedy replacement. If you cannot afford to pay for the damage, you must pay in terms of service to the house. "Anonymous damage" will be the responsibility of the whole house and costs of repair divided equally.
19. Afternoon and evening snacks are generally available. Any utensils or pans used by an individual must be rinsed and put in the dishwasher, or washed and put away. This is NOT the responsibility of the person with the "Pots & Pans" chore.
 20. You and your roommate may arrange and decorate your room, but fire and safety regulations must be taken into consideration. Bulletin boards must be used for all posters and pin-ups. Inappropriate posters, etc. will not be allowed. Please don't bang nails into the walls!
 21. Please keep your soiled clothing in a laundry bag or hamper. Laundry should be done in a timely fashion, on your assigned day - do not leave clothes in the washer or dryer. Conversely, do not remove someone else's clothing from the machines before trying to locate her. Be considerate of others!
 22. A telephone is provided for scholar use (315-682-9840). Collect calls may not be accepted. Problems with the phone should be reported to the RD. Cell phones and their responsible use are allowed. The RD, RA or the Executive Board will address improper cell phone use. Cell phones and laptops are not allowed in the scholars' rooms after curfew. The batteries/cellphones will be collected before curfew and recharged in a common area for use the next day.
 23. No equipment or appliances that are FM ABC property should be taken apart in any way. If the appliance or equipment malfunctions, it should be reported to an RD.
 24. The televisions are available for your enjoyment, but may be restricted by staff.
 25. Rooms must be clean and neat before leaving for any vacation; no one will be allowed to leave until her room passes an inspection. For summer, all clothes and personal property must be removed from the rooms. Some storage will be available for items that you wish to leave at the house. These items must be clean before being stored.
 26. Scholars are required to participate in various events throughout the year, fund raising events and any other activities mandated by the program.
 27. An "acceptable use" policy is in place for the Internet (Section 12). It is expected you will comply fully with this and utilize the Internet for educational and

- acceptable purposes. Acceptable Use does not include the downloading of music unless the Scholar has purchased the music.
28. The possession of any pornographic material in the ABC House is prohibited.
 29. Each scholar is responsible for her own library card, library materials, schoolbooks and equipment. Responsibilities for returning books and materials and for paying fines incurred rest with the scholar. If fines are incurred, they should be paid promptly. FM High School has a policy that you will not receive your report card or diploma until all outstanding Library or school books have been returned. Scholars should be aware that FM High School will not release your final transcripts to college until these matters have been attended to.
 30. No scholar is allowed to get any tattoos or piercings or any other permanent **non-washable** body alterations, art or any other markings while in residence in the FMABC program. Even if the scholar has parental permission and has turned 18 and therefore legally allowed to obtain any of the above body alterations, she agrees she will not do so while in residence as an FMABC scholar.
 31. FMABC scholars are prohibited from participating in senior skip day.

FAILURE TO COMPLY:

The following measures may be taken if a policy is broken:

The scholar may:

- Be grounded for one or more weekday or weekend evenings.
- Be called before an Executive Committee meeting.
- Be given a weekend suspension if the behavior persists (i.e. be required to go home for a weekend at her own expense).
- Be dismissed from the program.

As with any other issues, the scholar's parents will be notified when there is a problem.

12. COMPUTER AND INTERNET ACCESS POLICY

FM ABC offers scholars access to the Internet at the FM ABC House. The sole purpose of computer use is to support education, research, and learning, in compliance with FM ABC's Scholar Handbook. All scholars who use computers and the Internet are expected to read this Acceptable Use Policy. Signing of the contract in this handbook means that you also agree to abide by the computer use policy.

Computer and Internet use is a privilege that may be revoked should a scholar attempt to abuse such access and use. Examples of abuse would be visiting pornographic web sites, communicating with a person or persons you do not know, gambling, purchasing items without RD or RA approval, downloading music not purchased by the Scholar, file swapping, or erasing and/or deleting files, sites, and or records of time periods.

Failure to fully comply with all procedures and guidelines will result in suspension of computer privileges, disciplinary action consistent with the policies and procedures of FM ABC.

This Acceptable Use Policy is intended to help ensure that scholars use this valuable resource in a safe and appropriate manner.

Scholars may use the Internet to locate material to meet their educational needs, to participate in distance learning activities, to ask questions or consult with experts, and to communicate, using appropriate language, with other scholars and individuals via e-mail and text. Internet correspondence is not privileged or confidential. From time to time, communications will be monitored to assure that Internet use is supportive of school system and educational goals.

FM ABC disclaims all liability for the contents of materials that a scholar may access on the Internet, for any damages suffered in the course or as a result of a scholar's use of the Internet, and for any consequences of a scholar's use of the Internet.

13. HOST FAMILIES

Host Families are special people. They have volunteered to be your "home away from home" and want you to be as comfortable as possible during your stays with them. You will be spending every Sunday (from 12:45-7:00 PM) with them. If you need to return to the FM ABC house during your Host Family time, an adult must accompany you and staff must be notified. **You may not return to the house during host family time unsupervised.**

As you grow, change, and mature your relationship with your Host Family will develop, deepen, and change too.

Showing consideration involves many things. Be on time with your things ready when they come to pick you up. If you have to ask for a ride, give as much notice as possible and let them know when there are changes in your plans. Be aware that they are busy and are making an extra effort for you.

Show your appreciation for the things they do for you - dinners, rides, outings, etc. Never take your Host Family for granted. Realize that they put a lot of effort (whether it shows or not) into doing things for you. Their commitment is enormous!

Work at communicating. Let them know when there is something special going on in your life. They want to know if you are participating in a sports award night, a drama production, or something they might be interested in attending.

Try to be as open as you can about your feelings. If something is bothering you or you have a problem that they might help with, find a time to let them know about it. They want to be helpful and supportive. If you are unhappy about something that relates to them, make an effort to talk it over and work out the difficulty. If you have a conflict or difference of opinion, remember a greater sense of intimacy or greater understanding can result. Most of all, realize that it takes time for relationships to develop and for people to get to know one another.

A little thoughtfulness on your part will be greatly appreciated! A card on someone's birthday or special occasion shows you are interested and care about them. Offer to help with projects they are involved with - raking the yard, stacking wood, etc. - even if the work is boring and you can think of things you'd rather do. Pitch in to clear the table, help with dishes, and do other chores while you are with them.

A successful relationship is built on give and take. We trust that you will find your efforts worth it.

Caution: A Host Family should NOT be considered as a means of financial support. Occasionally Host Families treat for a movie or outing, but that should not be taken for granted. In general you should be prepared to pay your own way. Borrowing money from a Host Family is strongly discouraged, except in an emergency.

Sometimes a Host Family will make it possible for a scholar to earn money by making work available, or they will offer something in return for a job done. If you agree to such an arrangement, you must fulfill that obligation.

If you have problems concerning your Host Family that you can't seem to resolve directly, talk to the RD or get in touch with the Host Family Chairperson(s) or other trusted Board member. They will be glad to help you. Sometimes misunderstandings occur, but with a little effort on everyone's part, things can be ironed out.

Host Family relationships can be lifelong. Here's hoping yours is meaningful and rewarding.

14. RESPECT

A special section has been devoted to respect because it is so important in your dealings with everyone in the program.

It is important to respect the other scholars you share the house with, to respect their privacy, their belongings, and their feelings.

Showing consideration for other scholars and for the adults you come in contact with helps to build the positive atmosphere that is so important in creating a pleasant place to live.

It is important to be considerate and respectful of the RDs, RAs, Tutors, Cook(s), and Board members.

Scholars who persistently display a disrespectful attitude toward adults in any capacity will be subject to disciplinary measures.

Disrespect includes the use of rude and profane language, and/or a consistently uncooperative and defiant attitude.

15. STUDY HOURS

As previously mentioned, this is an academic program. The period each weekday evening set aside for study hours is the time during which you are expected to do homework, study, or do reading related to school. You are expected to be ready to start homework promptly, have all the materials you need, and work independently and quietly. Be aware that these are not the only hours of study that you will need to do in order to be successful.

If you don't have homework, you should work ahead or study material that is difficult or on work/goals identified by you.

If you need help from a tutor, feel free to ask your academic advisor or staff, but don't expect the tutor to do the work for you! Take advantage of the help that is available and treat tutors with respect and courtesy.

STUDY HOUR GUIDELINES

1. The RD determines mandatory study hours. During this period all scholars must be engaged in schoolwork. Additional study is required to meet your class load and achieve academic standards of this program.

2. The RAs are in charge of study hours, and attendance is required unless special permission is given.
3. No sleeping, watching TV, speaking on the telephone, listening to the radio or stereo are allowed during study hours, and there should be no loud talking or disturbing others. A quiet atmosphere must be maintained. You must have permission from the RA to study or work with another scholar. The RA may give permission for use of personal headphones.
4. Study hour arrangements (where scholars work) are at the discretion of the RD/RA. Unless special arrangements are in place, all scholars will study in the study room downstairs.
5. Not adhering to the rules will result in special arrangements.

If you have to miss study hours for an event, meeting, or special commitment, permission must be obtained from the RA one day in advance. You are expected to make up study hours.

16. VACATIONS/TRAVEL/TRANSPORTATION

GENERAL TRANSPORTATION POLICY: SEATBELTS REQUIRED

When scholars are given rides by staff or any other person, they must wear their seatbelts. Each scholar must have a seat with their own seatbelt and they must wear that seatbelt, in any car in which they are being driven. There are NO EXCEPTIONS to this policy. If a seat with a seatbelt is not available the scholar may not accept the ride. It will be the staff's responsibility to insure that this general safety precaution is adhered to.

During school vacation periods the FM ABC house is officially closed and you are expected to either go home or make alternate arrangements. Travel arrangements home for all school vacations will be the financial responsibility of the scholar and her parents. It will be the parents' responsibility to see that their daughters have the funds to pay for trips home at least one week before vacation. In cases of extreme financial hardship, a scholar may appeal to the executive committee to discuss special arrangements.

Travel times must be coordinated so that scholars travel together and transportation to and from the bus station and airport can be coordinated. Failure to adhere to this guideline will result in the scholar's having to pay for her own transportation to/from the station.

Travel arrangements will be made so that scholars will attend all scheduled classes. Scholars should leave no earlier than 1:20 PM on the last day of class before a holiday and will return no later than 7 PM on the night before classes resume.

Scholars will take the 3:15 PM bus to New York, which arrives at the Port Authority at 7:50 PM.

Scholars will return from New York Port Authority on the 1:30 PM bus, which arrives in Syracuse at 6:40 PM.

Scholars should know the names and phone numbers of the volunteers who will drive to and from the bus station. They should call the volunteers if their bus is delayed or their plans have changed.

Vacation periods include: Thanksgiving, Christmas, February vacation and April vacation. Summer vacation policy is outlined below. An RD must be notified of your plans, and if they involve anything other than going home, you must have approval from the RD, as well as your parents (either by phone or in writing).

If you are not going home for a vacation, you must put those plans in writing, including the name, address, and phone number of the family with whom you will be staying. The RD will confirm those arrangements.

As always, advance planning, consideration of others, and courtesy work wonders!

END OF SCHOOL YEAR/POST GRADUATION POLICY

The ABC program is a school year (September through June) program, and it is expected that you will go home for the summer. This is the expectation because we believe that it is important for scholars to spend summers with their families and to return in September, refreshed and ready to start a new year.

The house is officially closed for the summer. There is no staff and no supervision of scholars after the end of the year. The end of the year for seniors is defined as the day after graduation. At such time, the scholar must pack up all her things and check out from the program. If the scholar is remaining in the FM area after graduation she **MAY NOT** reside in the FMABC house.

Staff is not permitted to drive any graduated scholars unless they are tasked with driving to a transportation hub the day after graduation.

It should be noted and clear that once the scholar checks out after graduation, she is no longer the responsibility of the FMABC program. Should the scholar choose to remain in the FM area she needs permission from her parent.

The end of the year for returning scholars is defined as the day after her last exam. The scholar may not stay in the house after that period, even if there are other scholars who

are still in residence. Parents should arrange for transportation for their scholar on that date.

If a returning scholar and her parent(s) choose to have the scholar remain in FM for all or a part of the summer, the following will apply:

1. Scholars may only remain or return during the summer if they are involved in a structured, school related program or activity.
2. The scholars must have written approval from their parents explaining why they are remaining in FM, and where they will be staying. These approvals should be sent to the FM ABC Chair with copies to the RDs. These approvals must be submitted two weeks prior to the last day of school.
3. There should be no expectation that the scholars will stay with their Host Families. Host Families may have vacation plans for the summer and it is not fair to automatically assume that they will be able to accommodate our scholars.
4. The FM ABC program will not have any liability for scholars after the end of the school year as defined above.
5. Because we are concerned about your health, safety, and character development, it is recommended that scholars abide by the rules of the program during the summer. In particular, the no drinking or drugs policy should be adhered to.
6. Parents and RDs should confirm arrangements with the families that the scholars are staying with, and discuss curfews and other appropriate issues.

No scholar will be allowed to leave for vacation until her clothes are packed, stored in provided containers and her room is completely cleaned out and all the items on the end of the year check out list are completed.

17. CONTRACT AND AGREEMENT

I have read the FM ABC scholar handbook, which contains the rules, regulations and policies of the FM ABC program.

I agree to abide by, and adhere to, the rules, regulations, and policies as described in this handbook.

I understand that the rules, regulations and policies contained in this handbook, are developed with the intent of providing me with a safe, socially wholesome, and academically enriching opportunity to improve myself. I will do my best to meet the challenge of its demands. I also understand that failing to adhere to the rules and policies in this handbook may result in my dismissal from the FM ABC program.

Signature of scholar, Date

Signature of RD, Date