



ABC HANDBOOK

TRANSPORTATION

Andover ABC's Transportation Coordinator will help arrange round-trip transportation at the beginning and end of the school year (September and June), and for four school vacations (Thanksgiving, Christmas, February and April). The Coordinator arranges transportation between the ABC House and a designated arrival or departure location. Girls are expected to transport themselves to or from the designated meeting place. The parent/guardian should make sure that their student is at the meeting place on time. If a student misses the pre-arranged time, then it becomes the student's or parent's/guardian's responsibility to cover the cost and arrangements to return to the ABC House.

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

Special Arrangements

The RD must be notified as soon as possible if a student can not go home for vacation. The RD will make alternative arrangements after talking with the student's parent/guardian and the ABC Executive Committee. The ABC House is closed during host family weekends, school breaks, and vacations. Students may not remain in the ABC House when the house is closed.

A parent/guardian must notify the RD if their student wants to travel to someplace other than her home address. The RD must have the written request before the student may leave the ABC House. The student's parent/guardian is responsible for arranging and paying for the trip.

Occasionally a student is required to go home at a time other than the above-mentioned vacations. The parent/guardian must request permission in writing from the RD before the student may go. The parent/guardian is responsible for arranging and paying for the trip. Experience has taught us that frequent home visits hinder students' adjustment to Andover and interferes with House unity. Andover ABC **discourages** extra home visits and **strongly discourages** visits before Thanksgiving.

Seniors

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