



ANDERSON INSTITUTE OF TECHNOLOGY

DISTRICT 3 • DISTRICT 4 • DISTRICT 5

STUDENT HANDBOOK

2021-2022

Anderson Institute of Technology
Anderson School District 3, 4, & 5

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AIT Faculty and Staff

| Leadership/Support Staff | |
|---------------------------------|---|
| Dr. Bob Couch | Executive Director |
| Mr. Cecil Bonner | Assistant Executive Director - Administration |
| Mrs. Dana Grant | Assistant Executive Director - Community Partnerships |
| Mrs. Stephanie Broadwell | Assistant Executive Director - Instruction |
| Mrs. Kelly Bell | Career Specialist |
| Ms. Robin Cathey | Director of Student Services |
| Ms. Pam Garrison | Bookkeeper |
| Ms. Vickie Tollison | Event Scheduler/Receptionist |
| Mrs. Donna Mitchell | Nurse |
| Mr. David Davis | Resource Officer |
| Mr. Christopher Plunk | Technology |
| Instructional Staff | |
| Dr. Kyle Locke | Aerospace Engineering Design and Development |

| | |
|---|---|
| Mr. Waylon Priester | Agricultural Sciences and Horticulture |
| Ms. Kimberly Whitehead | Agricultural Sciences and Heavy Equipment |
| Mr. John Alexander | Automotive and Diesel Technology Services |
| Mr. Randy Martin | Automotive and Diesel Technology Services |
| Mrs. Erin Drennon | PLTW Biomedical Sciences |
| Mr. Richard Singleton | PLTW Computer Science |
| Mrs. Crystal Garner | Cosmetology |
| Ms. Brittany Williamson | Cosmetology |
| Ms. Stacy Coleman | Digital Art and Visual Art Development |
| Mr. Kevin Haynie | Electrical Design and Smart System Technology |
| Mr. Brett Hungerford | PLTW Engineering Design and Development |
| Mr. Michael Benoir | Emergency and Fire Management Services |
| Mrs. Rhonda Evatt | Health Science and Medical Technology |
| Mrs. Gail Nash | Health Science and Medical Technology |
| Mrs. Kerry Rankin | Health Science and Medical Technology |
| Mr. James Fowler | Machine Tool Technology |
| Mr. Michael Wilson | Mechatronics |
| Mr. Mark Lyon | Media Technology and Film Development |
| Mr. Brian Marshbanks | Computer Networking and Cyber Security |
| Mrs. Cary Rita | Veterinary Science Technology |
| Mrs. Wanda Haynes | Welding Technology and Sculpture Design |
| Custodial Staff and Food Service Staff | |
| Mr. Roy Sanchez | Head Custodian |
| Ms. Angie White | Custodian |
| Mr. Zachary Ertzberger | Custodian |
| Ms. Sandra Jeter | Custodian |
| Ms. Martha Williams | Custodian |
| Ms. Rene Wills | Food Service - Parliament |
| Ms. Darlene Ziegler | Food Service - Parliament |

FROM THE EXECUTIVE DIRECTOR,

We are excited to be a part of launching a new beginning at the Anderson Institute of Technology in 2021-2022 serving students from school districts three, four, and five. The Institute will become one of the most visited facilities in the greater Anderson County area as an extension representing the citizens of the community. It is anticipated that hundreds of visitors from throughout South Carolina and other states will visit to observe firsthand an innovative model school preparing students to graduate college and career ready.

The expectations for all of us, including students, faculty, and staff will be to excel and be extraordinary in our instruction, engagement of students and parents, and truly be an extraordinary place for students to learn and prepare for future careers. The mission of AIT focuses on student success. If students are respected for who they are, they will demonstrate respect for others, and they will achieve at high levels.

Let us become the best we can be to help students to become all they can be. All of us are in a partnership to support students to grow and develop beyond their expectations for them to take hold of their future and own it. We are the key to their future, and AIT is the key to help every student to achieve his and her dream to become a success in their career and a contributing citizen. Let us become extraordinary to help students achieve their goals and dreams for the future.

James R. Couch, Ed. D
Anderson Institute of Technology

Anderson Institute of Technology Vision, Mission and Core Values

To create an environment that will inspire students to be innovative thinkers, lifelong learners who will make an impactful contribution to their communities in a forever changing global world.

AIT is designed to prepare every student to graduate college and career ready, enter the global workforce and be successful, and be a contributing citizen in solving problems.

The mission is to offer high wages and high-tech programs that meet global academic and technical standards, integrate academic and technical studies, and provide students a seamless transition through a PK-20 educational pathway with dual credit opportunities and industry certifications that prepare every student with a foundation to enter the workforce and be successful after high school graduation.

The core value of the purpose is to create a learning environment where both the teachers and students are free to explore, take calculated risks and where failure is embraced as part of problem solving and critical thinking. The core belief at the Institute will be where every student will be a part of innovating, designing, creating, and developing solutions for the future.

Design of the Curriculum

The design of the programs will enable the students to be innovative learners and problem solvers. The intent of the learning environment is to transfer the responsibility of learning to the students who become the owners of his or her ideas built around course content that is learned through project driven activities. All students are required to complete a capstone project as part of their major (completer program.) This learning strategy provides both teachers and students the opportunity to use their imagination, creation, and innovation to develop potential solutions to problems of the future in health care, energy, animal science, aerospace engineering and logistics, media and film production, construction, advanced manufacturing, and in the 3D visual and virtual design of products with patent capability.

Instructional Design

Teachers will be facilitators of learning, guiding students to learn through discovery using the flipped classroom model of instruction. Science theories and researched based solutions are experienced in a contextualized learning environment through student-based projects with students learning in teams, conducting research, and conceptualizing solutions of

current problems and discovering solutions yet to be developed. The Institute courses will be taught by highly qualified master teachers that can demonstrate the ability to connect

the real world to their content and lead students to develop global technical and academic skills, soft skills, and leadership skills to create a mature learner and to graduate prepared for the future.

Examples of Student Solutions to Identified Problems

Student A. An art student in welding class designed a turtle for a state competition and finished second; she designed her prom dress and constructed it out of duct tape in her school colors worthy of modeling on a runway. She won the South Carolina SkillsUSA competition in 2014 with her welding sculpture of an eagle.

Student B. An engineering student used his idea to plan construction of a GPS guided wheelchair for his grandmother who can no longer move the joystick. His idea was accepted at MIT to construct a wheelchair that would be guided by pushing a keypad number to identify a room that would move the occupant to the room desired.

Student C. An engineering student team designed a cat litter oxidizer that neutralizes pet store odors, and the research and tests that were conducted created a significant solution for pet rescue facilities.

Student D. An engineering student team designed a fire extinguisher alarm system that provides the owner an auditory signal like a smoke detector alarm sounds to notify the owner the extinguisher needs to be recharged.

Student E. A biomedical student served as a summer intern at Harvard University's Cancer Research Institute to work side by side with researchers seeking to find solutions to cures for cancer.

Capstone Projects

All students will complete a Capstone project that will be presented in a public venue with adults and students critiquing the projects. The Institute's focus is a non-traditional future school that will graduate students who will become entrepreneurs, skilled technicians, skilled medical professionals, accomplished engineers, critical thinkers, and problem solvers of the future to improve the workforce, impact society through being a contributing global citizen and be successful in their chosen career.

Daily Schedule for Students

| Anderson Institute Bell Schedule 2021-2022 | |
|---|--------------------|
| 8:30-11:30 AM | Morning Schedule |
| 12:20-3:20 PM | Afternoon Schedule |

School begins at **8:30 am** and ends at **3:20 pm**. Students may be dropped off at the main office beginning at **8:00 am**. Students should remain in the coffee shop area until **8:20 am**. Car riders should be picked up at the sidecar loop (**parking lot C located near Tri County Technical College**) by **3:35 pm**. Bus riders will be dismissed from the 100 hallway to the bus loop (**100 hall bus drop located near Burger King**).

Note: Crescent bus riders will be dismissed at **11:15 am** and **2:55 pm**. Pendleton bus riders will be dismissed at **3:00 pm**. There will not be a bell to dismiss Crescent or Pendleton students during these scheduled times.



General Regulations

1. Students must report to the classroom or Parliament Area upon arrival to AIT.
2. Students are to refrain from selling or distributing items of any kind without the approval from AIT Administration.
3. Students must be on school grounds during the day unless given permission by AIT Administration.
4. Students are to refrain from getting another student out of class.
5. Students are to refrain from having food or drink in the classroom/lab areas unless given permission by faculty.

Attendance

Students are required to attend classes at AIT as designated on the schedule from the home school. The following guidelines will be followed for attendance:

1. Students who miss more than the designated number of days (see below) will receive a failure due to excessive absences until they make up the seat hours at the home school.
 - Semester course: 5 days out of 90
 - Quarter course: 3 days out of 45
 - For consistency, the district will calculate attendance for FAs.
 - Counselors will enter the failure due to excessive absences for all courses (including Southwood Academy of the Arts and Anderson Institute of Technology), and the district will then make all the additional changes needed in PowerSchool.
2. If a student arrives to campus late, the student will need to enter through the main office and sign in recording time of arrival.
3. If a student leaves campus early, the student needs to bring a note signed by a parent or guardian or an email sent to yickietollison@anderson5.net with a current phone number to the main office **before** the morning or afternoon session. The student will be given an early dismissal pass form the front office and will show this to the teacher and leave class at the appropriate time.
4. Students should report to the main office and sign out before leaving campus.
5. Early dismissal will not be allowed after 11:00 am and 2:50 pm during the instructional day.

6. Students should provide a copy of medical excuses to the secretary in the main office as well as the home school.

Tardiness

AIT administration expects students to arrive at school on time and to report to each class on time. Students who enter classrooms late are disruptive to the instructional program and may be subject to disciplinary actions. Habitually tardy students may be referred to the home district’s attendance office after school-based intervention with the parent and student is unsuccessful.

Classes begin promptly at the time scheduled. Any student arriving after the tardy bell at AIT will sign-in at the front office before going to his/her class.

Cell Phone / Earbud Policy

Students may use these devices **with the teacher’s permission only in classrooms for educational purposes only**. **Students are not allowed to have any earbud(s) or headphones in the classroom.** Students who use cell phones to cheat, disrupt/interfere with other electronic devices, take pictures inappropriately, etc. will be disciplined appropriately. If a student is seen talking on a cell phone, taking pictures, or causing any type of disruption with a cell phone during school hours (i.e., music can be heard, clusters of students are gathered around, they are using it to incite an altercation, etc.), the phone will be confiscated, and the following consequences shall apply:

2021-2022 HIGH SCHOOL ENFORCEMENT

| CELL PHONE/EARBUDS VIOLATION | CONSEQUENCE |
|-------------------------------------|--|
| 1 st Offense | Return to student at the end of day |
| 2 nd Offense | Hold 1 school day – Parent pick up |
| 3 rd Offense | Hold 5 school days – Parent pick up |
| 4 th Offense | Hold 90 school days – Parent pick up |
| 5 th Offense | Hold the remainder of the academic school year |

Any student who has a cell phone stolen will be directed to the School Resource Officer. It is imperative that students watch their belongings. Students may be

prosecuted for stealing as well as school disciplinary actions enforced according to the Student Code of Conduct.

School Resource Officer

Our SRO is always available to assist in emergency and safety situations. He/she will conduct investigations, (interview) and arrest when necessary. He/she is an employee of the Anderson County Sheriff's Office.

Textbooks

Whenever possible SC state adopted textbooks should be used in our classes. These are paid for and provided by the state. With non-adopted texts running anywhere from \$50 to \$150 per book, it is very costly to use these. In the event these items are not returned once issued, students will be held responsible for the cost of the book. Fees will be provided to the home schools.

Discipline Referrals and Actions

The philosophy of AIT presumes that the student desires the best possible education in preparing for career and college opportunities and mid-level technology. Therefore, the instructor is not required to issue a warning with a disciplinary offense. It is the instructor's discretion as to whether the offense warrants referral to the administration team. Mature and sensible behavior is required. The student discipline will be referred to the home high school. ***During an out-of-school suspension, the student may not attend classes, participate in school activities, or visit the school grounds at his/her HOME high school as well as AIT.***

The same disciplinary actions at the home school will be enforced at the AIT campus. All below will be referred to home school for disciplinary actions based on recommendations from the AIT administration.

1. Possession or use of drugs or alcohol on campus will result in parking privileges revoked for the remainder of the school year. Additionally, students will receive disciplinary consequences.
2. Weapon(s) as defined by the home school district policy found on a student or in their vehicle will result in parking privileges revoked for at least one year and possible permanent revocation. Additionally, the student will receive disciplinary consequences.

3. On-campus driving misconduct (burnout, spinning tires, speeding, wheelies, etc.) will result in revocation of parking for time determined by AIT administration.
4. Leaving campus without properly signing out will result in parking privileges revoked. Additionally, students will receive disciplinary consequences.
5. Transporting another student off-campus without authorization will result in the revocation of parking privileges for an amount of time determined by AIT administration.
6. Failure to register a vehicle with the school or improperly parking a vehicle will result in the car being towed at your expense.
7. At no time may a student stand in or ride in an open or closed bed of a truck and may never stand up through an open sunroof of a vehicle. The driver as well as the rider will be subject to a disciplinary infraction as the result of such an action.

Inclement Weather

In the event of inclement weather, parents are advised to monitor one of the local radio or TV stations regarding school closings and follow home high school's schedule. If violent weather conditions prevail while students are at AIT, the AIT administration will follow our emergency plan of action.

Fire Drills/Tornado/Other Emergencies

Fire and tornado drills will be held in accordance with state regulations. Instructors will give proper instructions for fires, tornados, and other emergencies. It is important that students understand and comply with these regulations.

Visitors/Searches

All visitors are required to sign in at the front office of AIT using the School Check In System. No visitor, without proper authorization, will be allowed in any classroom, shop, lab, and building or on the campus. The administration is empowered to take appropriate action against non-students who invade the buildings, school grounds, or other property. Such action will include the right to call law enforcement authorities. Article 5, 15-551 of the South Carolina Code of Laws gives schools such rights. Pursuant to state law, persons entering school property are deemed to have consented to a search of their person and property. (ACT 373 of 1974.)

Weapons

The State of South Carolina Law 16-23-430 states that it is unlawful to have a weapon on any school property. Violation will result in suspension, a recommendation for expulsion, and arrest.

Disturbing School

Disturbing schools in the state of South Carolina is unlawful. Any unwarranted behavior or act on the part of a student or visitor viewed as disorderly conduct will be reported to the school resource officer.

Harassment, Intimidation, or Bullying Policy

AIT prohibits acts of harassment, intimidation or bullying of a student by students, staff and third parties that interfere with or disrupt a student's ability to learn and the school's responsibility to educate its students in a safe and orderly environment whether in a classroom, on school premises, on a school bus or other school-related vehicle, at an official school bus stop, at a school-sponsored activity or event whether or not it is held on school premises, or at another program or function where the school is responsible for the student on the basis of race, gender, sexual orientation or disability.

For purposes of this policy, harassment, intimidation, or bullying is defined as a gesture, electronic communication, or a written, verbal, physical or sexual act reasonably perceived to have the effect of either of the following.

- harming a student physically or emotionally or damaging a student's property, or placing a student in reasonable fear of personal harm or property damage
- insulting or demeaning a student or group of students causing substantial disruption in, or substantial interference with, the orderly operation of the school.

Any student who feels he/she has been subjected to harassment, intimidation or bullying is encouraged to file a complaint in accordance with procedures established by the executive director of AIT. Complaints will be investigated promptly, thoroughly, and confidentially. All school employees are required to report alleged violations of this policy to the executive director of AIT or his/her designee. Reports by students or employees may be made anonymously.

AIT prohibits retaliation or reprisal in any form against a student or employee who has filed a complaint or report of harassment, intimidation or bullying. AIT also prohibits any person from falsely accusing another as a means of harassment, intimidation or bullying.

AIT administration, faculty, and staff expects students to conduct themselves in an orderly, courteous, dignified, and respectful manner. Students and AIT employees have a responsibility to know and respect the policies, rules, and regulations of AIT. Any student or AIT employee who is found to have engaged in the prohibited actions as outlined in this policy will be subject to disciplinary action, up to and including a recommendation for expulsion in the case of a student or termination in the case of an employee. Individuals may also be referred to law enforcement officials. AIT will take all other appropriate steps to correct or rectify the situation.

Students, parents/legal guardians, faculty, and staff members should be aware that AIT administration may take disciplinary actions for conduct initiated and/or created off-campus involving the inappropriate use of the Internet, web-based, or cell phone or text-based resources, including videoing other students and/or posting such videos on sites such as, but not limited to, Facebook, Myspace, YouTube, Instagram, Snapchat, Twitter, if such conduct poses a threat or substantially interferes with or disrupts the work and discipline of the schools, including discipline for student harassment and bullying.

Crisis Management

Each classroom and office area should have an Emergency Supplies bag. This bag contains information and various supplies for emergency situations. Whenever possible the building will be notified via the public address system the general nature of any crisis we may have. For example, “*Secure the Perimeter, Secure the Perimeter at this time*”. Students should know the standard safety protocol and evaluation plan for each classroom.

Safety Policy

1. All electric-powered tools shall be turned off when not in use.
2. All loose clothing will be tucked in.
3. Smoking or the use of ANY tobacco products (including dip, chewing tobacco) is not permitted anywhere on campus.
4. There will be no horseplay anywhere on campus.
5. Students will not make repairs to any equipment.
6. Students will wear proper eye protection and hard hats when required.
7. Use the correct tool for the job for which it was designed.
8. Report all injuries regardless of how slight.
9. Never clean yourself with compressed air.
10. Do not use a broken tool.
11. Oily rags should be kept in proper waste containers.
12. Throw all trash and scraps in the proper waste containers.

13. Report all unsafe conditions and tools.
14. All electrical equipment must be grounded.
16. No food from outside vendors may be ordered and delivered to AIT in Parliament, classroom/lab areas.

Student Injuries

Any student that is injured in class should be sent to the nurse's office immediately for assessment of the injury no matter how small or insignificant the injury may appear. Parents will be notified of the injury by the nurse or administration and appropriate action will be decided upon by the school nurse. In case of accidents and resulting emergency situations, action may be taken at the discretion of school personnel that are considered necessary for the well-being of the student. In the event of an accident of a student, AIT administration reserves the right to call the local Emergency Medical Services (EMS) for assistance or transport students to a doctor or hospital at the expense of the parents or guardian. The safety policy regulations will be strictly adhered to. Your personal safety and that of your fellow classmates depends upon your ability to adhere to the safety policy.

Student Insurance

Students participating in an AIT course(s) or work based learning experiences will be covered under the Anderson Institute of Technology's workers compensation policy when on the AIT campus for course instruction or participating in a work based learning experience off campus. Parents/ guardians should contact the students' home school for additional insurance information.

Medications

No faculty or staff will administer medications (prescriptions or over the counter) to any student; this includes aspirin. Any student who needs medication must return a completed Medicine Form along with the medication to the AIT nurse. Medication should be taken to the AIT nurse at the beginning of school. **South Carolina state law prohibits school personnel from administering medication in any form. Students are not allowed to have any type of medication, prescriptions or over the counter; suspension and recommendation for expulsion may result in the home high school with recommendation from AIT administration.**

Parking and Student Driver Responsibilities

Student parking areas are in **Parking Lot C and Parking Lot D** (near Tri County Technical College). **Students in classes on the 300 and 400 wing will park in parking lot D and students in classes on the 100 and 200 wing will park in parking lot C.** Front office staff/administration will use the front circle near the cosmetology lab for parking.

1. Once a student drives on campus, he/she is considered 'at school' and must not return to his/her car until dismissed. Failure to adhere to this regulation will result in disciplinary consequences.
2. All riders must have written permission from parents/guardians to ride with an approved driver as well as permission from the driver's parents.
3. Shuttle buses are provided from the home school to and from AIT, and students are encouraged to ride the free shuttle.
4. Students may not loiter (hang out) in the parking lot before, during, or after school. Students must exit their vehicles and report directly to the school building immediately upon arrival at school.
5. Students are to park in the parking lot located on the right side closest to the school entrance. Any student vehicle parked anywhere on campus other than the designated area will be towed and parking privileges will be revoked.
6. Any student transporting another student before, during, or after school without written permission will have parking privileges revoked.
7. Tardiness will result in loss of driving privileges.
8. Students must always operate their vehicles in a safe and proper manner on the AIT campus.
9. Radios and sound systems must be kept at a volume that cannot be heard outside the vehicle while the vehicle is within 300 feet of the AIT campus.
10. Anderson School Districts 3, 4, and 5 along with AIT will not be responsible for any accident, misconduct, vandalism, or theft that may occur in the operation of a vehicle by a student, nor while a vehicle is parked on the AIT campus.

Dress Code Policy

AIT administration reserves the right to make the final decision regarding appropriate and inappropriate dress. Any student who violates the dress code will not be allowed to attend class. A parent/guardian will be notified, and the student will be expected to change clothes. Chronic offenders may be recommended for suspension.

Acceptable Items:

1. Pants, shorts, and skirts that are worn at the waist.

2. Dresses, skirts, shorts, or pants that show no visible skin above the knee. Clothing should not touch the floor and should be worn at the proper waist level.
3. Clothing that fits the wearer appropriately, covers all types of underclothing and is designed to wear outside the home.
4. Pants that are worn with equal pant lengths.
5. Shirts, tee shirts, blouses, or dresses that have sleeves and do not show cleavage, backs, or midriffs during normal movement.
6. Shoes or sandals.
7. Leggings, jeggings, yoga, or exercise pants may be worn with a blouse, sweater or top that is knee-length.

Prohibited Items:

1. Hats and/or other head covering including hooded sweatshirts, bandanas, sweatbands, stocking caps, do-rags, etc. worn inside buildings unless given permission by faculty.
2. Items advertising alcoholic beverages, tobacco, narcotics, profane language, weapons, and/or suggestive slogans pictures, and/or offensive materials.
3. Sunglasses worn inside buildings.
4. The wearing of any item(s) displaying any gang symbols.
5. Accessories or clothing that could pose a safety threat to self or others. These include chains, fishhooks, multi-finger rings, studded bracelets or collars, nose/lip to ear chains, and oversized clothing of any type of garments that may be determined could conceal dangerous articles or items.
6. Sleeveless tops/shirts.
7. Clothing that is see-through.
8. Provocative and suggestive clothing.

General Dress Code Statements

1. Sagging pants will not be tolerated.
2. Pajamas and bedroom shoes may not be worn.
3. The AIT administration reserves the right to prohibit any item of clothing or symbols that is inappropriate or disruptive to the daily operation of the school.
4. Clothing that is required to be worn because of religious reasons will be dealt with on an individual basis.
5. Students will have to follow a dress code according to the workplace environment.

Changing of Schedules

Except for unusual cases, no change in assignment will be made *after the first five school days of being enrolled in the class*. Changing schedules must be approved by the instructor, Guidance Counselor, and AIT administration.

Parliament

Because our school does not have a school lunch facility, students can visit the Parliament area to purchase snacks during the provided break time in their class at AIT. The Parliament area is a space that is used for students and faculty collaboration. Students and faculty are going to be encouraged to use the collaborative space for early morning snacks.

1. Only faculty approved food and drink in classrooms/lab areas will be allowed.
2. No food from outside vendors may be ordered/delivered to AIT during the instructional day.
3. Parliament operation hours are: 7:30am-11:00am and 11:30am-2:30pm.

Grading

All student grades will be recorded in PowerSchool by the teachers.
90-100 = A; 80-89 = B; 70-79 = C; 60-69 = D; 0-59 = F

Student Club and Organization Competition

Students are highly encouraged to compete and take part in various competitions available through such groups as SkillsUSA, FFA, HOSA, and National Technical Honor Society.

The National Technical Honor Society organization promotes the ideals of honesty, service, leadership, career development, and skilled workmanship among the career-technical students of America; to reward meritorious achievement in career-technical education, to encourage and assist career-technical students in their pursuit of educational and career goals, to develop a greater awareness within the American business, industry and service communities about the talents and abilities of students engaged in career-technical education, and to provide career-technical students with a greater awareness of the world of work.

Student organizations provide opportunities to reinforce classroom/laboratory job skill training with the development and cultivation of leadership skills. By increasing opportunities for individual achievement in organizing and conducting meetings and related activities, students enhance their preparation for more productive careers. Co-curricular activities that closely parallel classroom curriculum contribute dynamically to the total learning experience. Skills developed and demonstrated in such activities make

students more attractive to support groups and prospective employers. In addition, students are motivated, and teachers are challenged to greater achievement. Learning is most effective when opportunities are provided for students to achieve their personal goals and career goals. These opportunities abound in a student organization. Any student expressing an interest in an appropriate organization will be given the opportunity to join and actively participate. Prerequisites for competing in leadership or skills competition and running for office at the local, state, and national level include the following:

1. No out-of-school suspensions for the previous year or current year at the HOME high school or at AIT.
2. Attendance must be in good standing.
3. Recommendation from instructor/advisor.
4. Minimum GPA of 2.0 overall and 3.0 in their career and technology program.

Field Trip Policy

A field trip is defined as any school sponsored, approved, and supervised learning activity that requires students to leave the school grounds except for travel between schools. Plans for any such activity, except for regularly scheduled academic, athletic, band, competitive events, and ongoing project work, should follow the procedures described in this policy.

An educational trip is defined as trips away from school that are an extension of the classroom. The principal may consider a student's request under the following conditions.

- Trip and the number of days are approved ahead of time.
- Students have a good attendance, discipline, and academic record.
- Students present an educational plan or itinerary.
- Student presents a written report upon his/her return to school.

Students may be excused from class to participate in approved school trips, provided the school trips are directly related to the concepts and objectives of the school curriculum or the classes missed. For record keeping purposes, students will be counted present at school and absent in individual classes missed. Students will also be required to make up for missed work.

The Executive Director or his designee and the Director of Secondary Instruction will approve school trips. Group trips involving distances over 50 miles from Anderson will require the additional written approval of the Superintendent.

Every student going on a field trip **must** have written parent/guardian permission for each field trip.

Students participating in field trips or school excursions will be under the supervision of district employees at all times. There will be at least one district employee in each vehicle transporting students. The bus driver will not be considered as that district employee unless the bus driver is an administrator, teacher, coach, counselor, or full-time transportation supervisor/assistant.

Video and photography notice

There are numerous activities at AIT that provide opportunities for students to be photographed and/or videotaped. Student publications are used to recruit and document various areas of study. Our media tech and film students produce videos that are shared with home high schools and business and industry. AIT maintains social media and a webpage on the internet that involves photographs and/or videos of students working in programs of study.

Parents should complete the AIT video and photography permission form.

Internet Acceptable Use Policy

Access to the Internet is a privilege, not a right. With this privilege, there also is a responsibility to use the Internet solely for educational purposes and not to access inappropriate materials. AIT administration is directed to develop appropriate guidelines governing the use of AIT computers to access the Internet. AIT administration is also directed to implement such technology protection measures and Internet safety rules as may be required by the conditions of eligibility for any federal or state technology funding assistance program.

As part of the implementation of the administration's guidelines, students and staff must be instructed on the appropriate use of the Internet. In addition, parents must sign a home high school permission form to allow student(s) access to the Internet. Students/Parents also must sign a home high school form acknowledging that they have read and understand home district policies and the administrative rules governing the appropriate usage of technology, that they will comply with the policy and administrative rule, and that they understand the consequences of violating the policy or administrative rule. AIT staff must sign a similar acknowledgment form before they will be allowed to access the Internet. Inappropriate use by any person will not be tolerated.

Title IX compliance

Title IX is a federal law enforced by the office of civil rights that prohibits discrimination on the basis of sex, including pregnancy and parental status, in education programs and activities.

Anderson Institute of Technology is committed to a policy of nondiscrimination and equal opportunity for all students, staff, parents/legal guardians, visitors, and community members, who participate or seek to participate in its programs or activities. Accordingly, the District does not discriminate against any individual on the basis of race, religion, sex (including pregnancy, childbirth, or any related medical conditions), color, disability, age, genetic information, national origin, or any other applicable status protected by local, state, or federal law.

Acknowledgement of Receipt and Statement of Understanding

I hereby acknowledge receipt of a copy of Anderson Institute of Technology [Student Handbook](#). I understand that it is my continuing responsibility to read and know its contents.

I have read and agree to all the above.

Student Signature _____

Print Name _____

Date _____

Parent Signature _____

Print Name _____

Date _____