

# **Apex High School**

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## **AOIT Freshmen Orientation Guide 2011-2012**



## **Dear AOIT Students and Parents:**

Welcome to the ninth grade and the Academy of Information Technology! We are looking forward to four great years together at AHS! AOIT freshmen enjoy many new experiences at Apex High School. Along with new activities and privileges, you also face many new responsibilities. As your AOIT teachers, we are here to help you. We all work as a team to have a fun and meaningful year.

AOIT supports all state, county, and school policies outlined in the parent-student handbook. However, our dress code will vary slightly on days when we visit business partners and when we are on field trips. *See AOIT dress days.*

### General Supplies:

- Planner
- 3-ring binder
- Red pen, black/blue pens, pencils
- Pencil case that fits into binder
- Reinforcement rings
- Whiteout
- Dividers
- Flash drive
- Combination lock for PE locker
- Glue stick
- Graph paper
- Hand sanitizer
- Loose leaf paper
- Calculator(TI-83 Plus or TI-84) (not required, calculators are available in the classroom, but may not be taken home)
- Index Cards (Science uses 3x5)
- #2 pencils

### **Make-up Work**

AOIT strictly adheres to the Wake County make-up policy as outlined in the Student Handbook.

### **Computer Use**

AOIT strictly adheres to the Wake County computer use policy, which states:

## **NO GAMES**

### **Academics and Procedures**

The academy will focus on an integrated approach to learning using technology and practical applications while maintaining state and county standards.

# **AOIT General Classroom Rules and Procedures**

Please review the following information carefully, you will be asked to sign the student conduct form in this packet. You will return the form at orientation on 8/23 or the first day of school. Keep this page in the front of your notebook.

- Everyone needs to be respectful and responsible so we all have a comfortable and safe environment to think, talk, and learn.
- Eating and drinking **are not** allowed in the classroom.
- **Cheating and plagiarism are outlined in this packet.** In general, cheating includes copying homework or giving answers when the work is not group work.
- Be in your seat when the bell rings.
- Sharpen pencils before the bell.
- One person speaks at a time while others **listen**.
- No gum, no hats.
- No “attitudes” – other than positive.
- No whining.

Once we are familiar with each other, there will be lessons and activities when it will not be necessary to raise your hand.

## **AOIT Teacher Contact Information**

Julie Oster, Director..... [joster@wcpss.net](mailto:joster@wcpss.net)  
Anna Blancett, Microsoft IT .....[ablancett@wcpss.net](mailto:ablancett@wcpss.net)  
Roy Cooper, World History.....[racooper@wcpss.net](mailto:racooper@wcpss.net)  
Amanda Farmer, Algebra I.....[afarmer@wcpss.net](mailto:afarmer@wcpss.net)  
Jeff Derda, Biology .....[jderda@wcpss.net](mailto:jderda@wcpss.net)  
Cindy Francis, English .....[cfrancis@wcpss.net](mailto:cfrancis@wcpss.net)  
Emmie Muse, Geometry .....[emuse@wcpss.net](mailto:emuse@wcpss.net)  
Celeste Smith, Computer Programming .....[csmith2@wcpss.net](mailto:csmith2@wcpss.net)

School Website: [www.apexhigh.com](http://www.apexhigh.com)  
AOIT Website: [www.apexhigh.com/aoit](http://www.apexhigh.com/aoit)  
Twitter @ApexAOIT  
School Phone 919.387.2208  
AOIT Phone: 919.363.1352  
School Fax: 919.387.3023

## Academy of Information Technology (AOIT)

The Academy of Information Technology is designed to equip students with the personal, analytical, technical, and communication skills they need to thrive in a global economy and in the process, introduce them to career opportunities in today's digital workforce. AOIT students will be prepared and encouraged to continue their education at the post-secondary level and build their careers with a strong information technology (IT) background.

In order to fulfill the above stated purpose of AOIT, students will be given access to a vast array of technology resources. It is the joint responsibility of school personnel and the parent/guardian of each AOIT student to educate the student about his/her ethical and moral responsibility when using this technology. It is also essential that each student understand that he/she will be held responsible for the misuse of and/or knowledge of the misuse of technology while a student in AOIT. Wake County Public School's Board Policy can be found at the following website: [www.wcps.net](http://www.wcps.net).

Click on the following links and review the school board policy.

- [6400 Discipline](#)
- [6410 Student Code of Conduct](#)
- [6420 Disruption of School](#)
- [6446 Student Internet Access and Electronic Mail](#)

From 6410:

**Integrity** - Any student who engages in or attempts to engage in cheating, plagiarism, falsification, violation of software copyright laws, or violation of computer access shall be subject to disciplinary action. The following actions are specifically prohibited:

1. **Cheating**- giving or receiving of any unauthorized assistance on academic work.
2. **Plagiarism**- copying the language, structure, or idea of another and representing it as one's own work.
3. **Falsification**- verbal or written statement of any untruth.
4. **Violation of software copyright laws**- unauthorized duplication of computer software (computer piracy), printed material related to computer software, and/or the use of pirated computer software.

### The Apex High School Cheating Policy is:

When a student has cheated or plagiarized, the following action will be taken:

1. All relevant material will be collected by the teacher. Plagiarized work will be kept.
2. The teacher will conference with the student.
3. The student will receive a ZERO for the work in question.
4. The teacher will notify the parent and a disciplinary notice will be sent to the appropriate administrator. The teacher and the administrator may take further action if deemed necessary.

If it is established that a student has committed a second offense of cheating or plagiarism, the appropriate administrator will notify the student's teachers and will request the student arrange counseling through the Student Services office.

In addition to the school policy, AOIT follows a progressive discipline plan\*:

### **First Offense**

Student meets with AOIT director where this policy is reviewed. The student will be responsible for communicating the incident to the student's parents, with the parents confirming the discussion via email to the teacher(s) involved and Ms. Oster

### **Second Offense**

Student must submit a written response to these questions and meet with a team of AOIT teachers to discuss the responses.

What happened?

What were you thinking about at the time?

What have you thought about since?

Who has been affected by what you have done? In what way?

What do you think you need to do to make things right?

### **Third Offense**

Same procedures as 2<sup>nd</sup> offense and student may be un-enrolled from AOIT.

*\*A student may be un-enrolled from AOIT at anytime. Each offense will be evaluated on an individual basis.*

## Policies and Expectations for Student Conduct

Student Name \_\_\_\_\_  
*Please Print*

I have received and read the Academy of Information Technology's Policies and Expectations for acceptable student conduct, including the Wake County Public School System's Student Internet Access and Electronic Mail policy. I agree to follow the rules contained in this Policy. I understand that if I violate the rules I will be subject to disciplinary action. **I furthermore understand that I may be un-enrolled from the AOIT program as a result of suspension from school for any infraction of these policies.** I also understand that as an AOIT student I will have the right to appeal this dismissal as stated in this document.

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

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Parent/Guardian

I have received and read the Academy of Information Technology's Policies and Expectations for acceptable student conduct, including the Wake County Public School System's Student Internet Access and Electronic Mail Policy. I will advise my son/daughter regarding any restrictions against accessing material that is in addition to the restrictions set forth in the AOIT policy including the school system's acceptable use policy. **I furthermore understand that my son/daughter may be un-enrolled from the AOIT program as a result of suspension from school for any infraction of these policies.** I also understand that my son/daughter has the right to appeal this dismissal as stated in this document.

Parent/Guardian Name \_\_\_\_\_  
*Please Print*

Home Phone \_\_\_\_\_ Work/Cell Phone \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

**Please return this signed form to orientation on 8/23 or on the first day of school to any AOIT teacher.**

## AOIT Estimated Field Trip Budget

Month/Estimated Day	Destination	Cost Per Student
December	Videoconference Lord Corp.	\$2.00
March 29	North Carolina Zoo Asheboro	\$11.00
May 4	Atlantic Coast Estuary Beaufort (Chartered Buses)	42.00
May 15	Videoconference Lord Corp.	\$2.00
<b>Total Estimated Expenses</b>		<b>\$57.00</b>

*Please detach and include with payment.*

Field trips are an integral part of AOIT and are always associated with curriculum. Field trip costs are determined by all students in AOIT by grade and are mandatory. Refunds will not be given if a student does not attend a field trip.

Student's Name \_\_\_\_\_  
*Please print*

Parent/Guardian Signature \_\_\_\_\_

Payment Amount \$ \_\_\_\_\_ Date \_\_\_\_\_

**If not paid/turned in at orientation on 8/23, this form should be returned with payment in a sealed envelope to Mrs. Francis. Payments may be made at one time or throughout the year prior to each trip. Checks can be made out to AHS Academy Support Team.\***

*\*One check may be written for fundraisers, field trips & shirts.*

## AOIT Dress Days

Certain days will be designated as *AOIT Dress Days*. This means all students in AOIT will wear **black AOIT shirts and khaki pants/skirts** for the entire school day. Each student must have one AOIT shirt.

**GIRLS:** Girls may wear either a khaki skirt or pants or capri pants. Skirts must come to fingertip length or longer. Girls need to wear a black AOIT shirt. Dressy sandals or dress shoes are appropriate, flip flops are not acceptable.

**BOYS:** Boys should wear khaki pants with black AOIT shirts. They need to wear a belt and the shirts need to be tucked in. Flip flops are not acceptable.

*Shorts are not permitted on AOIT Dress Days. Some exceptions will be announced prior to the event/field trip.*

Below is an order form for AOIT shirts. Please include a check made out to **AHS Academy Support Team** with your order. Please include payment and order form in a sealed envelope.

Student's Name \_\_\_\_\_

First Period Teacher \_\_\_\_\_

# of Shirts \_\_\_\_\_ Payment Amount \$ \_\_\_\_\_

Please circle your shirt choice(s) and size(s)

WOMEN sizes				
Short Sleeve, \$27.00	Small	Medium	Large	X-Large
Long Sleeve, \$30.00	Small	Medium	Large	X-Large

MEN sizes				
Short Sleeve, \$27.00	Small	Medium	Large	X-Large
Long Sleeve, \$27.00	Small	Medium	Large	X-Large

If not paid at orientation on 8/23, please return this form in a sealed envelope to Mrs. Francis by September 16. Checks can be made out to AHS Academy Support Team.\*

*\*One check may be written for field trips & shirts.*

# Photograph/Name Release Permission Form

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## WAKE COUNTY PUBLIC SCHOOL SYSTEM

To: Parent/Guardian

From: Apex High School  
Julie Oster, Director  
Academy of Information Technology

Subject: Photograph/Name Release for Web Site Development

The Wake County Public School System is striving to maintain a high level of security for your student regarding web site development. Many schools wish to use individual photos or group photos in their web sites as well as a student's full name. These photos and names are used in many ways to highlight the student's high school experience.

The following is a request for your permission to use your student's photo and/or full name. Please complete the appropriate blank(s), sign and turn it in on 8/23 at orientation.

*Note: No personal information such as home addresses or phone numbers will be provided on a web site.*

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Student's Name \_\_\_\_\_  
*Please Print*

### NAME RELEASE:

- I give permission for my student's full name to be featured on the World Wide Web.
- No, I do not give permission for my student's full name to be featured on the World Wide Web.

### PHOTO RELEASE:

- I give permission for my student's photo or other illustrated materials to be featured on the World Wide Web.
- No, I do not give permission for my student's photo or other illustrated materials to be featured on the World Wide Web.

Parent/Guardian \_\_\_\_\_  
*Print*

Parent/Guardian \_\_\_\_\_ *Signature* \_\_\_\_\_ *date* \_\_\_\_\_

**Please return this form at orientation or to Ms. Francis (room 609) on the first day of school.**



**PARENTAL CONSENT AND EMERGENCY INFORMATION FOR SCHOOL TRIPS**

THIS CONSENT FORM IS TO BE SIGNED ONLY AFTER UNDERSTANDING AND AGREEING TO THE INFORMATION BELOW. IF THIS FORM IS NOT COMPLETED AND RETURNED PRIOR TO THE SCHOOL TRIP, THE STUDENT WILL NOT BE PERMITTED TO PARTICIPATE AND WILL REMAIN AT SCHOOL IN A SUPERVISED ACTIVITY.

**Trip or Activity Planned** Academy of Information Technology Field Trip

*Attached is an itinerary that includes the place or places to be visited, a daily schedule of activities, and the dates, times, and places of departure and return.*

**Purpose of Trip or Activity** AOIT Participation – field trips

**Name of Teacher/Sponsor** Julie Oster **School** Apex High School

**Method of Transportation** WCPSS bus or chartered bus  
*(WCPSS owned vehicle, charter bus/contract vehicle, \*privately-owned vehicle)*

*\*When privately-owned vehicles are used for transporting students, only the vehicle owner’s liability coverage is applicable to any vehicular accident. When students are transported by vehicles owned by Wake County Public School System, the school system vehicle liability coverage is applicable to any vehicular accident.*

**Changes/Cancellations**

I understand school trips may be cancelled when necessary by the principal, superintendent, or board of education. The school system cannot guarantee reimbursement when such cancellations occur. Parents/guardians will be notified of any significant change in plans prior to the school trip.

**Expectations and Instructions**

I understand the following is expected of the student.

- To follow instructions given by the teacher/chaperone.
- Not to leave or separate from the group without appropriate authorization from a teacher/chaperone.
- Comply with all school and district policies and rules of conduct.

In the event any of the above expectations or instructions are violated, I understand school officials reserve the right to remove the student from the trip and the student will be subject to school disciplinary consequences.

**Insurance Coverage**

I represent that the student has insurance either through the school system’s student insurance program or through my own insurance carrier.

I REQUEST THAT THE BELOW-NAMED STUDENT BE ALLOWED TO PARTICIPATE IN THE TRIP PLANNED AND SPECIFICALLY CONSENT TO THE STUDENT’S PARTICIPATION.

Name of Student \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_

Student Signature (Grades 6-12) \_\_\_\_\_

Date \_\_\_\_\_

**Special Conditions**

If the trip includes water related activities (such as swimming, diving, boating, sailing, cruise ship travel, etc.) or participation on amusement park rides, I acknowledge the inherent risks in these activities and give my express permission for the student to participate in those activities.

I AGREE \_\_\_\_\_ DO NOT AGREE \_\_\_\_\_ TO THE ABOVE SPECIAL CONDITIONS.

Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Parent/Legal Guardian Medical Emergency Authorization**

In the event of a medical emergency while my child is participating in a school trip, I authorize Wake County Public School System officials to release the following information to the healthcare provider. I understand school officials will use the contact information provided below to contact me in the event of such emergency. If any emergency medical procedures or treatment are required during the trip, I consent to the trip supervisor(s) arranging for and consenting to the procedures or treatment in the supervisor’s discretion. I will pay the costs of any such medical procedures or treatment.

Parent/Legal Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Emergency Contact Information**

*1<sup>st</sup> Choice*

*2<sup>nd</sup> Choice*

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

Phone: \_\_\_\_\_  
(Day) (Night) (Day) (Night)

\_\_\_\_\_  
(Mobile) (Mobile)

**Emergency Medical Information (Please complete as applicable.)**

Family Physician: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of last tetanus booster: \_\_\_\_\_

My child is allergic to: \_\_\_\_\_

Medication taken routinely: \_\_\_\_\_

Special health needs: \_\_\_\_\_

Name of insurance company: \_\_\_\_\_ Policy #: \_\_\_\_\_

This form must be kept with school officials at all times during the school trip.