



Handbook for AOIT Students
Carencro High School
2009-2010



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Introduction

We hope that you have a very good school year in the CHS Academy of Information Technology. Our technology and academic faculty has been engaged in professional development activities, workshops, and conferences this past year to increase their technical knowledge and sharpen their teaching strategies, and we hope that it will have a positive impact on student achievement.

Kit Becnel serves as Director and teaches Business Computer Applications (BCA), Introduction to BCA, and Web Mastering. Joel Hilbun serves as Co-Director and teaches Computer Science I, Digital Graphics & Animation, Databases, Advanced Web Mastering, Computer Animation, Video Game Design, and Independent Studies in Technology Applications. Jeanine Leblanc teaches Introduction to BCA. Claire Trouard teaches Computer Technology Literacy I, Introduction to BCA, and Web Mastering. Ed Gauthier teaches Computer Technology Literacy II, Computer Science I, and A+/NETWORK+ Certification Preparation. Recently, Mrs. Trouard, Mrs. LeBlanc, and Mr. Hilbun have received MOS certification in Microsoft Word and Internet and Computing Core Certification (IC3). Additionally, Mrs. Trouard also received CIW Certification (Certified Internet Web Professional). Ms. Becnel has received certifications in CIW, IC3, MOS certification in Microsoft Excel, MOS certification in Microsoft Word, and Computer Literacy Certification from ULL. Mr. Gauthier has a Master's Degree in Education, Mrs. LeBlanc has a Master's Degree in Education, and Mr. Hilbun has a M.Ed. in Educational Technology and a M.S. in Computer Science.

AOIT freshmen and sophomores will be assigned to special AOIT English, Algebra I, Physical Science, and World Geography; the only exception will be that while honors students will be accommodated in mixed regular/honors classes. Special AOIT sections of math, science, English, and social studies will not be available at the junior and senior levels.

The AOIT academic faculty is: Joey Mouton (World Geography), Chris Russell (Algebra I), Ginger Miller (English I), Tonya Hebert (Physical Science), Lori Gerard (Geometry), Misti Darby (Civics/Free Enterprise), Anna Marquardt (English II), and Ashlyn Roger (Biology).

The CHS Academy of Information Technology is affiliated with the National Academy Foundation (NAF). NAF supplies professional development opportunities for individual classes and for structural components of the academy (such as advisory boards, etc.), certain course curricula, and networking opportunities with other AOITs throughout the nation. Because of our active participation and reputation, the CHS AOIT is well known and respected in the NAF network. Our academy received NAF's Aldo Papone Award for Leadership in Academy High Performance in Leadership at the 2007 NAF Summer Institute, one of six programs from over 550 NAF academies throughout the nation which was recognized with this award. In addition, we are one of 24 participants in NAF's ASPIRE program, a special effort in which exemplary, model NAF academy programs share their best practices with each other in an attempt to raise each academy from "very good" to "great". This fall, we will have the honor of sponsoring a Design Studio for NAF programs from New York, North Carolina, Texas, and Florida to display some of our best practices: community engagement and the internship process.

Support Organizations

Parent Organization

We have a very active parent organization that meets on the first Monday of each month (if circumstances don't force us to change the date). Those planned dates are found in this handbook and on the AOIT website at <http://www.carencroaoit.org>. The meetings begin at 6:00 p.m. and usually last an hour; we meet either in Room 2114 or in the Little Theater.

The parent organization supports AOIT special events, such as Fall Frenzy, the Christmas Social, the Video and Animation Festival and Gala, the Senior Banquet, the Internship Reception, and other events. The organization also assists in securing summer internships for our students.

Without the parent organization, we would be very limited in the extra functions we sponsor. We urge you to join with us to make the Academy experience for your child.

Advisory Board

The AOIT Advisory Board is composed of Information Technology and other professionals in business and education, an AOIT parent, and an AOIT student. The role of the Board is to assist the Academy in procuring internships, in fund raising, in publicity and recruitment, and in curriculum/professional development issues.

The Board President is Brian Dishong of the Schumacher Group, Vice President is Donna Denny of the Lafayette Parish School System Technology Department, Treasurer is Ben Domingue of USB Investments, and Secretary is William Ness of the Lafayette Economic Development Authority. Other members are Adrine Fontenot of Begnaud Manufacturing; Roy Bertucci of the Louisiana Technical College; Jan Brobst, Chancellor of the South Louisiana Community College; Dr. Bradd Clark, Dean of the College of Sciences at the University of Louisiana; Dr. David Barry, Dean of the College of Liberal Arts at the University of Louisiana at Lafayette; Glenn Brasseaux, Mayor of Carencro; Demetrious Glover, Schumacher Group; Betty Delafosse of the Louisiana Technical College; John St. Julien, community leader; and Keith Thibodeaux, CIO of the Lafayette Parish Consolidated Government.

Community Volunteers

We are very fortunate to have several volunteers from the community who, while not a member of any official AOIT committee or group, donate time, expertise, and guidance to our program and its activity. Their contributions range from serving as a guest speaker in classes, serving as judges and technical assistants for the AOIT Video and Animation Festival, and many other roles. Last year, some of our volunteers were Kris Wotipka, Bruce Leninger, Dr. Charles Richard, Wendy Cicciui, Ed Bowie, Scott Brazda, Mike Totaro, and AOIT alum Victoria Wessels.

Student Organization

The AOIT Student Organization is composed of four upperclassmen officers and two representatives from each grade level. Elections will be held early in the fall semester. The student organization is responsible for assisting with the fall tailgate party, Fall Frenzy, Christmas social, the recruitment Open House, and other activities as needed. The organization also assists in securing summer internships for our students.

Calendar

All dates, times, and locations are subject to change. Check the web site at <http://www.carencroait.org> for the most current information.

Parent Organization Meetings

Meetings begin at 6:00 and are generally an hour. We meet in either Room 2114 or in the Little Theater.

September 8, 2009
September 28, 2009
November 2, 2009
November 30, 2009
January 11, 2010
February 1, 2010
March 1, 2010
March 29, 2010
May 3, 2010
June 1, 2010

Advisory Board Meetings

Meetings are held on the 2nd Wednesday of each month from 11:45am - 1:00pm or 4:00pm - 5:00pm.

September 9, 2008
October 14, 2008
November 11, 2008
December 9, 2008
January 13, 2009
February 10, 2009
March 10, 2009
April 14, 2009
May 12, 2009

AOIT Events

August 25 - Seniors place orders for Letterman Jackets and/or AOIT patches
September, 2009 - Freshmen Orientation
September, 2009 - Upperclassmen Orientation
October, 2009 - Schools of Choice Student Conference
October 6 - 8, 2009 - ASPIRE Design Studio (LITE, SLCC, CHS)
November 2, 2009 - Prospective Internship Form due from all Juniors
November 7, 2009 - Fall Frenzy Schools of Choice Recruitment Expo
December 3, 2009 - Christmas Social
January 14, 2010 - AOIT Recruitment Open House
January 31, 2010 - Deadline for Application to AOIT for 2009 - 2010 Freshman class
February 4, 2010 - AOIT Recruitment Interview Session
February 9, 2010 - AOIT Recruitment Interview Session
February 23, 2010 - Schools of Choice Lottery
February 26, 2010 - Deadline for Entries for the Video and Animation Festival
March 2, 2010 - Deadline for turning in Submissions to the Video and Animation Festival
March 27, 2010 - Video and Animation Festival Awards Gala and Reception
May 4, 2010 - AOIT Recruitment Interview Session for late applications
May 6, 2010 - Senior Banquet
May 17, 2010 - Mandatory Meeting for Prospective Interns and Parents
May 21, 2010 - Deadline for turning in all Internship/Employment Documentation
May 26, 2010 - 180 hour Summer Internship Program begins
June 25, 2010 - Internship Reception
July 10- 12, 2010 - National Academy Foundation Summer Institute for Staff Development

Faculty Contacts

Phone Numbers

Carencro High School	896-6192
CHS Counseling Department	886-9128
School Fax	896-7592
Kit Becnel, AOIT Director	896-6675
Joel Hilbun, AOIT Co-Director	896-2811

E-mail Addresses

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Ashlyn Roger	amroger@lpssonline.com

Web Sites

Carencro High School Web Site: <http://www.carencrohighschool.org>

AOIT Web Site: <http://www.carencroaoit.org>

AOIT Web Site Map

1. Home
2. Apply
 - a. Application Process
 - b. Blank Signature Form
 - c. Instructions to Writing Paragraphs in Application
 - d. Info for Applicants Who are Accepted
3. About Us
 - a. Honors and Recognitions
 - b. FAQs
 - c. Quick Facts
 - d. Curriculum
 - e. Handbook
 - f. Other Documents
 - g. Faculty
4. What We Do
 - a. Pictures of Events
 - b. Internship Program
 - c. Video and Animation Festival
 - d. Projects
 - e. Internet Safety
5. Support Organizations
 - a. Student Organization
 - b. Parent Organization
 - c. Advisory Board
6. Affiliated Web Sites
 - a. Carencro High School
 - b. Lafayette Parish School System
 - c. LPSS Schools Of Choice
 - d. National Academy Foundation
7. Free/Reduced Stuff
 - a. Free Software
 - b. Reduced Computers for Qualifying Students
8. Contact Us
 - a. Kit Becnel, Director
 - b. Joel Hilbun, Co-Director
 - c. Faculty

AOIT Academic and Conduct Expectations

Curricular Requirements

- A student must schedule the classes required by the AOIT curriculum in sequence to remain in the AOIT program and to qualify for the AOIT internship program.
- If a student fails a full year technology class, that student will not be eligible to remain in the AOIT program.
- If a student fails a semester technology class, that grade will be averaged with the semester technology course that it is paired with to determine eligibility to remain in the AOIT program.
- If a student fails to meet the requirements for the AOIT internship, that student will not be eligible for the internship program and will not be eligible to remain in the AOIT program.
- If a student does not participate in the internship program because of ineligibility, through failure to meet internship preparation deadlines, or through student choice, that student will not be eligible to remain in the AOIT program.
- If a student does participate in the internship program but does not complete the internship or receive a passing grade for it, that student will not be eligible to remain in the AOIT program.
- If a student does not participate in the internship program through no fault of his/her own (e.g., not enough internship opportunities available), that student will not be penalized. However, the student will be required to participate in a suitable alternative developed by the AOIT Directors.
- Any student who is removed from the AOIT program will be returned to the regular student program at the high school in which attendance zone he/she lives, even if a senior.
- If a student leaves the Academy after the internship, that student will not be allowed to take Academy technology classes in the senior year or receive any recognition for being in AOIT.
- Since Academy resources (staff development, faculty assignments, internship placement, etc.) are dedicated each year to make the senior year successful, students and parents must be committed to fulfill the internship and senior year requirements. A signed contract is necessary.

Academics Expectations

- Students with failing grades will be identified by the AOIT Academic Committee and counseled by the AOIT Co-Directors.

Conduct Expectations

- AOIT students are expected to maintain good standing with regard to school discipline.
- AOIT students are expected to maintain ethical conduct with regard to cheating and the proper use of technology.
- AOIT students must maintain ethical conduct and exhibit proper employee conduct while participating in the internship.
- AOIT students are expected to participate in field trips and are encouraged to attend AOIT after-school and weekend activities.
- AOIT students are expected to participate in and conduct themselves properly in extracurricular activities, while in AOIT assignments, internships, or other AOIT-related activities, or while representing Carencro High School and/or the AOIT program.
- AOIT students are expected to follow AOIT, Carencro High School, and Lafayette Parish School System regulations and requirements.

Due Process

- Probation shall consist of an official notification of the student and his/her parents of the potential of that student of not meeting AOIT academic and/or disciplinary requirements and of the possibility of removal from the AOIT program. Probationary requirements shall consist of meeting the academic and/or disciplinary requirements and any other requirements imposed by the AOIT Director(s) which would aid in that process.
- A student's academic standing will be reviewed at midterm, at which time the student may be placed on academic probation at the discretion of the Academy Director(s).
- Students may be placed on disciplinary probation at any time.

AOIT Curriculum

AOIT students are required to follow this curriculum to remain in the academy. This curriculum will also follow TOPS Opportunity requirements; if those change, the academic courses listed in this chart may not be completely accurate. Changes in the scheduling of the academic course may be made only if they still meet or exceed TOPS Opportunities requirements.

Pre-requisites: The following pre-requisites for the technology classes are in effect: Introduction to Business Computer Applications for Business Computer Applications, enrollment in Algebra II for Computer Science I, Business Computer Applications for the summer internship program, Computer Science I for Computer Science II, Web Mastering for Advanced Web Mastering, Computer Technology Literacy II for A+/NETWORK+ Certification Preparation, and Computer Science I for Video Game Design.

Department	Freshman	Sophomore	Junior	Senior
English	English I (regular or advanced)	English II (regular or advanced)	English III (regular or advanced)	English IV (regular or advanced)
Science	Physical Science (regular or advanced)	Biology (regular or advanced)	Chemistry (regular or advanced)	A 4 th science is required for freshmen and sophomores. A 4 th math or science is required for juniors and seniors.
Math	Algebra I (regular or advanced)	Geometry (regular or advanced)	Algebra II (regular or advanced)	A 4 th math is required for freshmen and sophomores. A 4 th math or science is required for juniors and seniors.
Social Studies	World Geography or Social Studies elective (regular or advanced)	Civics / Free Enterprise (regular or advanced)	American History (regular or advanced)	A 4 th social studies is required for freshmen and sophomores.
P.E.	Health & P.E. I	P.E. II		
Foreign Language			Foreign Language I	Foreign Language II
Art				Fine Arts Survey
Free Elective	Keystone (recommended by CHS)	1	1	3
Required AOIT technology courses	Computer Technology Literacy I	Computer Technology Literacy II	Business Computer Applications I & II	Databases (½) and Advanced Web Mastering (½)
	Intro to Business Computer Applications	Web Mastering (½) and Digital Graphics & Animation (½)	Computer Science I	Choose at least one from: <ul style="list-style-type: none"> • Independent Studies in Technology Applications • A+/NETWORK+ Certification Preparation • Video Game Design (½) and Computer Animation (½) • Computer Science II
SUMMARY: Number of Classes	Required Academic: 5 Required AOIT: 2 Elective: 1 Total: 8	Required Academic: 5 Required AOIT: 1 Elective: 1 Total: 8	Required Academic: 5 Required AOIT: 2 Elective: 1 Total: 8	Required Academic: 3 Required AOIT: 2 Elective: 1 Total: 6
			Internship between Junior & Senior Year - 1	

An internship in the summer between the junior and senior year is **required**. It is a graded class, resulting in a grade on the report card and calculated into the GPA, and its successful completion will result in one Carnegie unit on the transcript. Academy staff will assign a 180 hour paid internship in the area of Information Technology with a local company. An Academy faculty member will serve as a supervisor/liason for each student in this internship program. Since each student participating in the internship will be representing the Academy, the Academy will not place a student in the internship if that student does not have adequate academic, technological, and personal skills.

AOIT Technical and Soft Skills/Activities

The following is a list of technical and soft skills and the sequence in which they are covered throughout the AOIT curriculum. This is a working document and subject to change and revision.

Class	Technical	Sem	Soft Skills	Sem
IBCA	Intro to Keyboarding Intro to Word Intro to PowerPoint Intro to Excel IC3 Certification (with CTLI) Word Processing Desktop Publishing Intro to Access	1 1 & 2 2 2 1 & 2 1 & 2 1 & 2 2	PowerPoint presentations Computer Ethics Resume Writing Application letter	
Computer Tech Lit. 1	Intro to Alice (programming / animation) IC3 Certification (with IBCA) Basic Photo Editing PhotoStory (video composed of still graphics) Basic Video Editing with Movie Maker (video composed of still video clips) Basic Flash animation Intro to Web page creation with FrontPage	1 1 & 2 2 2 2 2 2	Oral presentations	1 & 2
Computer Tech Lit. 2	Alice (programming / animation) Basic Hardware repair and maintenance Basic Networking Wireless technology	1 1 2 2	Interview skills Soft skills Oral presentations Peer tutoring Group work	2 2 1 & 2 1 & 2 1 & 2
Digital Graphics & Animation	Photo Editing with PhotoShop Video Editing with Premiere	Taught both sem.	Peer tutoring Group work	Taught both sem.
Web Mastering	HTML coding CSS Javascript Web page creation with Dreamweaver (hyperlinks, tables, forms, lists, images, multimedia)	Taught both sem.	Web Ethics Internet Ethics Peer tutoring Group work	Taught both sem.

Business Computer Applications	Word (possible MOS certification) Excel (possible MOS certification) Powerpoint (possible MOS certification) Access Video composition Video lighting Video sound Video green screen special effect Business Capstone Project	1 1 2 2 2 1 1 1 1	Resume writing Interview skills Job ethics Workplace expectations Internship Preparation Century 21 Skills Preparation	2 2 2 2 1 & 2
Computer Science I	C++ (programming) <ul style="list-style-type: none"> • Variables • Keyboard input & screen output • Formatting • Decision-making • Loops and repetition • Functions • File Input & output Alice (programming & animation) Sketchup (3D modeling)	1 & 2 1 & 2 1 & 2		
Database/Advanced Web Mastering	Desktop databases with Access (possible MOS certification) php scripting & web-based databases Web 2.0 and social networking Web design principles Web page formatting with CSS and layers	1 1 & 2 2 2	Presentations - 2	
Independent Studies in Technology Applications	Variety of multimedia projects	1 & 2		
A+/NETWORK+	Hardware repair and maintenance (possible A+ certification) Networking (possible NETWORK+ certification)	1 1 & 2	Assist teachers and staff with simple computer and network troubleshooting and repair	1 & 2
Computer Animation/Video Game Design	3D modeling Animation Game design / play Game graphics Game programming	1 1 2 2 2	Presentations Team work	1 & 2 1 & 2

Supply Lists and Lab Fees for Technology Classes

Any supply lists for technology classes are at the discretion of the individual teacher. It is recommended that each student have a flash (or jump) drive with a minimum capacity of 1 GB to store multimedia projects. However, please be aware that due to past use of these drives to cheat by exchanging student work, some teachers either restrict or do not allow their use.

There is a lab fee for every technology class in which a student is enrolled. If a student is in a fall semester technology course, the student will not be charged an additional lab fee for the spring semester technology class.

Computers for Louisiana's Families Program

Through the Capital Corporate Recycling's *Computers for Louisiana's Families* program, students who are on free or reduced lunch can qualify for a refurbished computer with Windows 2000 and a few other programs for \$60 plus tax or \$99 plus tax, depending on the computer system. More information can be found at <http://www.computersforfamilies.org>. See Mr. Gauthier to apply.

Cross-Curricular Projects

We believe that students learn best by project-based learning; therefore, the AOIT faculty will incorporate projects into their courses when appropriate. In addition, we believe that it is important to develop projects that are cross-curricular in nature; therefore, the AOIT faculty will develop cross-curricular projects that are a part of more than one class. On these types of projects, each teacher will grade the project with an emphasis on the content and skills from their particular class. For example, a student may be assigned a cross-curricular project that will be worked on in their math, science, and technology class. The math teacher's grading rubric would emphasize the math component, the science teacher's rubric would emphasize the science component, and the technology component. Please be aware that this could result in different grades in each class for the same project—a D in math if the math was not done well but an A in the technology class if the technology was done well.

Academic Assistance

Counselors will send home letters twice a year to parents of students who are failing a class, requesting a conference. In addition, the AOIT Academic Review Committee will periodically review the report cards of students with poor or failing grades and refer them to the AOIT Co-Directors; students are given a formal letter which sets up the meeting (sample letter is in the Appendix). The Co-Directors will counsel students and, with the student, devise a course of action which will help improve the student's academic performance; this is mapped out on a Student Academic Conference Report Form (also found in the Appendix). If this does not help or if the student does not cooperate with the plan, parents may be contacted and/or requested to come in for a conference. The student is ultimately responsible for his/her academic success. If a student's class failure(s) result(s) in that the student being unable to follow the AOIT curriculum or if a student fails a technology class, that student will be removed from the AOIT program.

Athletic Participation

Due to LPSS policy, AOIT students who do not live in the Carencro High School attendance zone are ineligible during their freshman year but will be eligible thereafter.

Student Selection Process for AOIT Events

Each Director and AOIT faculty member has the opportunity use their professional judgment to select one or more AOIT students to represent the Academy in special AOIT events based on the students' technical skills, presentation skills, knowledge, content, and soft skills; however, students who volunteer to setup and take down for these events are especially noted by the Directors and faculty members for further consideration.

AOIT Video & Animation Festival

In the spring, AOIT sponsors an annual Video and Animation Festival and Gala to celebrate the students' digital media projects with the community. All AOIT students are expected to submit a video, animation, or podcast entry. Community volunteers, sponsors, and the Parent Organization have made this a major event for the Academy of Information Technology. It is a first class event where students dress up, nominees ride in a limousine, walk the red carpet, and encounter paparazzi and an interviewer on their way into the awards ceremony where winners are presented with Oscar-style awards, and enjoy a nice reception afterwards.

A description of awards, deadline and dates, criteria, policy, etc. is available on the AOIT web site at <http://www.carencroait.org>.

Withdrawal from the AOIT Program

According to LPSS Policy, students may withdraw from the academy program at the end of the year and before the beginning of the next school year without penalty. Students must contact their counselor and fill out a Withdrawal Form (found in the Appendix).

According to LPSS Policy, students may not withdraw an academy program during the school year. Students may apply for a hardship exception at the Schools of Choice Office.

Internships and Withdrawals

If a student wishes to withdraw from the AOIT program after their junior year, they must do so before the Internship Program. If a student accepts an internship, they have committed to remaining in the AOIT program during their senior year. A considerable amount of time and energy is put into obtaining and supervising internships. In some cases, students take paid internships that could have been given to students who have to take unpaid positions. Except in certain circumstances, withdrawing after completing an internship will be considered ethical.

Senior Scheduling Requirement

Seniors must schedule the senior year in accordance with the requirements of the AOIT curriculum and must take a minimum of six classes. Any senior who does not do so will be considered as resigning from the AOIT program and will not be eligible for the summer internship or any AOIT recognitions.

Summer Internship Program

Because the summer internship program is a vital component of the AOIT experience, it is a requirement for all AOIT students. As a 180 hour (five week), paid job with a local Information Technology company or IT Department, it provides an opportunity for students to develop confidence and professional work and technical skills. It is required for all AOIT students in the summer between the junior and senior year. Because each intern represents AOIT, the academy's reputation and credibility is affected by the intern's technical and soft skill set; therefore, the academy reserves the right to refuse an internship to any student whose history in the program indicates a high likelihood of failure or whose ethical or work history is problematic. A set of criteria used in this determination is included in the Appendix. Interns may be removed for similar reasons, for excessive absences, or as requested by the work supervisor.

Any student who decides not to participate in, is not allowed to participate in, or is removed from the internship will not longer continue in the academy for his/her senior year and will receive no recognition for having been in the academy.

The internship is a required class for which students receive a grade and possible credit toward graduation.

In order for a student to participate in the internship program, that student must commit to being in the AOIT program the senior year.

Internship Grading

A description how the final Internship grade is calculated and the grading rubric for individual components are available on the AOIT web site at <http://www.carencroait.org>.

Dual Enrollment in South Louisiana Community College

AOIT students will be enrolled at no cost in the South Louisiana Community College (SLCC) in the senior year for their Database and Advanced Web classes. These classes will be classes that they would ordinarily be required to take anyway; students will receive high school credit toward graduation AND college credit. For the purposes of the high school credit, the LPSS grading scale and policies (absences, final exemptions, etc.) will be followed, and for the purposes of the college credit, the SLCC grading scale and policies (absences, final exemptions, etc.) will be followed. This college credit will be one of the major components for receiving a Career and Technical endorsement on a student's high school diploma.

Industry-based Certifications

Throughout the four years in AOIT, there will be opportunities for testing for industry-based certifications. There is a cost for the exams, but it is intent of AOIT and its support organizations to raise money to defray these costs. Among the possible certification opportunities are: Microsoft Office Specialist (MOS) in one or more of the Microsoft Office components (Word, PowerPoint, Excel, and Access), Internet and Computing Core Certification (IC3), A+, and NETWORK+.

Diploma Endorsements

AOIT students will have an opportunity to receive a Career/Technical endorsement on their diploma if they meet certain requirements as outlined by the Louisiana State Department of Education. Students must make an ACT score of 20 and pass all four portions of the GEE with a score of "Basic". The Academy curriculum will help AOIT students meet the remaining requirements: meeting the TOPS curricular requirements (AOIT curriculum meets this requirement), having a minimum of 90 work hours in a work-based learning experience (the internship meets this requirement), BESE-approved industry-based certification or 3 hours of post-secondary credit in a career or technical area (opportunities for both are being planned).

The Academy curriculum also places AOIT students in a position to receive an Academic endorsement if other requirements are met. Students should consult with their counselor concerning this endorsement.

See the LDE bulletin in the appendix.

Internship Providers

The following companies and agencies have provided paying summer internships for AOIT students in the past:

- | | |
|---|--|
| 1. Acadian Ambulance | 24. LEDA |
| 2. Acadian Computer Systems | 25. Louisiana Immersive Technologies Enterprise (LITE) |
| 3. Acadiana Open Channel | 26. LPSS Human Resources |
| 4. Barney's Police and Hunting Supplies | 27. LPSS Information Technology Department |
| 5. Begneaud's Manufacturing | 28. LPSS Schools of Choice Office |
| 6. Bizzuka | 29. LPSS Technology Center |
| 7. ByteGuru, Inc. | 30. LPSS Title I |
| 8. C & C Technologies | 31. LPSS Transportation Department |
| 9. C. H. Fenstermaker & Associates | 32. LSU AgCenter |
| 10. Carencro High School | 33. Lynn's Playland |
| 11. CHS Academy of Information Technology | 34. Regent Broadcasting |
| 12. CBIT | 35. Romero's Grocery |
| 13. CBM | 36. Schumacher Group |
| 14. Coccolare | 37. South Louisiana Community College |
| 15. Firefly Digital | 38. St. Thomas Moore High School |
| 16. Fugro Chance | 39. The Daily Advertiser |
| 17. Hampton Inn | 40. Three 3D Squared, Inc. |
| 18. Home Bank | 41. ULL - CREATE |
| 19. Innovative Intelligent Design | 42. ULL Cinematics Arts Workshop |
| 20. Lafayette Consolidated Government-CIO | 43. USA Fitness |
| 21. Lafayette Parish Clerk of Court | 44. WOW Technologies |
| 22. Lafayette Schools' Federal Credit Union | |
| 23. Le Centre International de Lafayette | |

Internship Funding Provided By:

1. Stuller Family Foundation
2. Matherne Family Foundation
3. Dr. David Barry
4. LPSS Schools of Choice Office
5. LPSS CFO Office

Cox Communications and the Louisiana Immersive Technologies Enterprise were responsible for sponsoring and hosting the Summer Internship Closing Ceremony & Reception.

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The following companies and agencies have provided paying summer internships for AOIT students in this past summer (2009):

- | | |
|--------------------------------------|--|
| 1. 3D Squared, Inc. | 11. LITE |
| 2. Academy of Information Technology | 12. LPSS Computer Services/MIS |
| 3. Acadian Ambulance | 13. LPSS Technology Department |
| 4. Acadian Computer Systems | 14. LSU AgCenter |
| 5. Acadiana Open Channel | 15. Romero's Grocery |
| 6. Begneaud Manufacturing | 16. Schumacher Group |
| 7. Carencro High School | 17. St. Thomas More High School |
| 8. Fugro Chance | 18. University of Louisiana at Lafayette |
| 9. Hampton Inn | 19. USA Fitness |
| 10. Lafayette Parish Tax Assessor | |

AOIT Letterman Jacket

AOIT letters and jackets are not earned until completion of the summer internship and registration in a completion senior schedule; no exceptions. It is the intention of the AOIT program to defray the cost of the jackets and patches with money which has been donated or raised for that purpose; however, there will be no payment if no such money as been acquired, and the amount of the payment may be different from year to year, depending on the amount of money raised. If a student has previously earned and purchased a jacket through some other club, sport, or program, AOIT will not provide any reimbursement for that jacket.

If there is sufficient dedicated funds, the AOIT will pay for the following items:

1. For any student who already owns a CHS letterman jacket, the AOIT will **only** pay for an AOIT patch.
2. For any student who does not already owns a CHS letterman jacket, the AOIT will pay for a standard AOIT jacket which will include the following insignia: school letter and AOIT patch. Student will bear the cost of any further insignia.

If there is not sufficient dedicated funds, the AOIT will pay for the following items in this order of priority:

1. AOIT Patch - The AOIT will pay the complete cost or an equal amount for all eligible AOIT students if there is not enough money for the complete cost.
2. Standard AOIT Jacket - Any remaining money will be split evenly towards the purchase of a standard AOIT jacket for all eligible AOIT students who do not yet have a CHS letterman's jacket.

If AOIT pays for the CHS letterman jacket, the following standardization of jacket options will apply:

1. Jacket Style: wool
2. Sleeve Style: vinyl
3. Collar Style: standard, wool
4. Sleeve Cuff Style:
5. Back of jacket: first or last name in script lettering with no tail (no nicknames); paw prints are optional at student's cost
6. Front left of jacket: CHS block letters
7. Left Sleeve: AOIT patch
8. Right Sleeve: year of graduation (4 digit format)

Requirements for AOIT Program Recognition

(including AOIT Letter and/or Jacket, Completion Certificate,
Graduation Cords, Program Recognition, etc.)

AOIT letters and/or jackets are not earned until completion of the summer internship and registration in a completion senior schedule, as described above.

Students must successfully complete the AOIT program (including the internship and the senior year) to be considered an AOIT graduate. Students who do not remain in the AOIT program until graduation for any reason will not be recognized or eligible for any AOIT honors or recognition.

1. Students must take all courses as outlined in the AOIT curriculum.
2. Students must be a full-year student in their senior year, taking a minimum of 6 classes.
3. Students must have successfully completed and passed their IT internship.
4. Students are expected to maintain good standing with regard to school discipline and ethical conduct with regard to cheating and the proper use of technology and while participating in the IT internship.

APPENDIX

Sample Field Trip Permission Form

CARENCRO HIGH SCHOOL PARENT'S CONSENT FOR FIELD TRIP

This is to certify that _____ has my permission to make the trip to _____ on _____ with his/her chaperone.

I will not hold the school, principal, teacher, chaperone, or bus driver responsible for any accident which may occur while on this field trip.

Parent's Signature and Date

Academy of Information Technology

CARENCRO HIGH SCHOOL

721 West Butcher Switch Road

Lafayette, LA 70506

Phone 337.896.6192

TO: Parents/Guardians of <Student Name>
FROM: AOIT Directors and AOIT Academic Committee
DATE: September 25, 2007
SUBJECT: Academic Committee Conference

After examining <Student Name> first six weeks report card, the AOIT Academic Committee determined that she is experiencing difficulty in one or more of her classes. To gain a better perspective as to why <Student Name> is experiencing difficulty, the student met with one of the AOIT Directors. This conference was mandatory and served as an opportunity for dialogue and reflection.

Please know that the teachers of Carencro High's Academy of Information Technology are dedicated to <Student Name> success. Should <Student Name> need additional guidance after the next grading period, the AOIT Academic Committee will contact you to schedule a conference. Please sign below as acknowledgement of this letter and then ask your child to return this to their counselor.

Respectfully yours,
AOIT Academic Committee

Kit Becnel, AOIT Co-Director
kabecnel@lpssonline.com

Joel Hilbun, AOIT Co-Director
jdhilbun@lpssonline.com

Parent/Guardian

<Student Name>



Carencro High School Academy of Information Technology

721 West Butcher Switch Rd., Lafayette, LA 70507 Phone: 337.896.6192 Fax: 337.896.7592 <http://www.carencroait.org/>

Student Academic Conference Report Form

Date _____ Time _____ Place _____

Faculty Members Present _____

Student Name and Academic Areas of Concern:

Student Identified Problems: _____

Student Agrees to: _____

Student Signature

Faculty Representative Signature

List of Required Internship/Employment Documentation

This set of forms must be filled out or copies made and must be turned in to your assigned school coordinator by May 21, 2010.

1. Internship Contact Data
2. Insurance and Emergency Information/Internship Data
3. Digital Media Permission Form
4. Intent to Employ Minors Under 18 - This form must be filled out and signed by an authorized person at your assigned internship provider. Then take it to Mrs. Grayson in the CHS Counseling Department; she will go on-line to issue you a Work Permit. A copy of the Work Permit must be turned in to your school coordinator, while the original goes to your Internship Provider.
5. Training Memorandum
6. Training Agreement
7. Copy of Birth Certificate
8. Copy of Health Insurance
9. Copy of Social Security Card
10. Copy of Driver's License

Prospective Internship Form

Print Student Name: _____

Senior Scheduling

I understand that I must schedule my senior year in accordance with the requirements of the AOIT curriculum and take a minimum of six classes, and that if I do not, I will be considered as resigning from the AOIT program and will not be eligible for the summer internship or any AOIT recognitions.

Internship Requirement

I understand that a 180 hour summer internship is a requirement of the AOIT program and that it is a course for which I will receive a grade and can earn a Carnegie unit which will apply toward graduation. The grade will come from an evaluation by the work-base supervisor and from assignments which are to be turned into the school-based coordinator. The internship provider must be approved by the AOIT Director. I understand that the internship will be scheduled during the first five weeks of the summer break and that family vacations must come after the internship has been completed. I understand that it is the intent of AOIT for all students to be placed in a paid internship for every student but that if there are no paid internships available, the internship will be unpaid.

Internship Commitment

I also understand that if I participate in the internship program, I am committing to remaining in the AOIT program for my senior year.

(Student Signature)

(Date)

(Parent Signature)

(Date)

Requirements for Diploma Endorsements

(from the Louisiana Department of Education)

Louisiana High School Diploma Endorsements				
Career/Technical Endorsement			Academic Endorsement	
Core Courses				
Current		2011-2012	Current	
2011-2012		Current		2011-2012
TOPS Opportunity 4 Units of English 3 Units of Math 3 Units of Science 3 Social Studies 1 additional Math or Science ½ Unit Health 1½ Units PE 1 Unit of Fine Arts 2 Units of Foreign Language 1 Unit of Computer-related course 4 Optional Electives	TOPS TECH 4 Units of English 3 Units of Math 3 Units of Science 3 Units of Social Studies ½ Unit Health 1½ Units PE Option 1 (4 credits) OR Option 2 (6 credits)	LA Core 4 4 Units of English 4 Units of Math 4 Units of Science 4 Units of Social Studies ½ Unit of Health 1½ Units of PE 1 Unit of Art 2 Units of Speech or Foreign Language 3 Electives including computer-related course	TOPS Opportunity 4 Units of English 3 Units of Math 3 Units of Science 3 Social Studies 1 additional unit Math or Science ½ Unit Health 1½ Units PE 1 Unit of Fine Arts 2 Units of Foreign Language ½ Unit of Computer-related course 3½ Optional Electives	LA Core 4 + 4 Units of English 4 Units of Math (Algebra I, Geometry, Algebra II, and one of: Advanced Math I or II, Calculus, Pre-Calculus, Probability & Statistics, or Discrete Math) 4 Units of Science (Biology, Chemistry, one advanced science, and one other science) 4 Units of Social Studies ½ Unit Health 1½ Units PE 1 Unit of Fine Arts 2 Units of Foreign Language 3 Units of Electives
High School Area of Concentration				
Student must complete four elective credits in an area of concentration and two related elective credits. The areas of concentration shall be developed locally by a district Curriculum-Design Team and approved by BESE			Students satisfy this requirement by completing the Core Courses listed above.	
GEE				
Current		2009-2010	Pass all four components with a score of Basic or above OR one of the following combinations with the English Language Arts score at Basic or above: 1 Approaching Basic , 1 Mastery or Advanced , Basic or above in the remaining two 2 Approaching Basic , 2 Mastery or above	
Pass all four components with a score of Approaching Basic		Pass all four components with a score of Basic or above OR one of the following combinations with the English Language Arts score at Basic or above: 1 Approaching Basic , 1 Mastery or Advanced , Basic or above in the remaining two 2 Approaching Basic , 2 Mastery or above		
GPA/ACT				
Current		2008-2009	TOPS Opportunity GPA ACT of 23	
TOPS Opportunity/TOPS TECH GPA & ACT Requirements		ACT of 20 (or state average) or Silver Level on WorkKeys TOPS Opportunity GPA		
Other Performance Indicators				
<ul style="list-style-type: none"> • BESE-approved Industry-based certification; OR 3 college hours in a Career Technical area that articulate to a postsecondary institution, either by actually obtaining the credits and/or being waived from having to take such hours; AND • A minimum of 90 work hours of work-based learning experience OR a Senior Project related to students area of concentration with 20 hours of related work-based learning and mentoring 			Senior Project OR 1 Carnegie unit in an AP course with a score of 3 or higher on the AP exam OR 1 Carnegie unit in an IB course with a score of 4 or higher on the exam OR 3 college hours of non-remedial, articulated credit in core area (Mathematics, Social Studies, Science, Foreign Language, or English Language Arts)	



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-- must be turned in to the AOIT Director or Co-Director --

Withdrawal from the AOIT Program at the End of the School Year

Withdrawals from LPSS Schools of Choice are regulated by LPSS policy and are only allowed at the end of the school or during the summer. Withdrawals during the current school year are not allowed; you may apply for an exception at the School of Choice Office at the LPSS Central Office.

Student Name (print): _____

Grade Completed at the End of Current School Year: (circle) 9 10 11
(or most recent school year if withdrawing during summer)

I wish to withdraw from *Carencro High School's Academy of Information Technology* at the end of this school year. I realize that because I will not complete the program, I will receive no recognition of any kind for being in the Academy. I also realize that if I am a student in the Lafayette Parish School System next year, I will be placed into the general student population at the high school for which I am zoned.

Reasons for Withdrawing:

- Grades/Academic Issues
- Failure of Course(s)
- Change of Residence within Lafayette Parish
- Change of Residence outside Lafayette Parish
- Transportation Issues
- Not Really Interested in Information Technology
- Unhappiness with Required AOIT Curriculum
- Unwilling to Schedule according Required AOIT Curriculum (classes 9 - 12)
- Unwilling to Schedule according Internship
- Unwilling to Schedule 6 Periods during Senior Year
- Not Pleased with the AOIT Program
- Other _____

Student Signature: _____ Date: _____

Parent Signature: _____ Date: _____

Order Form for AOIT Monogrammed Golf Shirt

Name: _____ Grade: _____

Date: _____ Size: (circle one) S M L XL XXL

Make checks out to Carencro High School.

(Do not write below this line; official use only.)

Paid: _____ Cash Check # _____ Initials: _____



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Parent Volunteer Form

Student Names(s): _____

Parent(s) Names(s): _____

Address: _____

Phone Number(s): _____

E-mail Address(s): _____

Please check any of the following committees you are interested in volunteering to assist.

Fund Raising (money for student recognition, certification exams, promotional, social, and hospitality costs, and other items which fall outside the official AOIT budget)

Facility Improvements (room painting, and other improvement of school facilities used by the AOIT)

Communications (newsletter, mailings, etc.)

Social/Awards Activities (Planning/Setup/Cleanup for Picnic, Tailgating Party, Christmas Banquet, Special Awards Ceremony, etc. These are usually held during non-school hours.)

Chaperone (for Field Trips, etc.)

Internships (Contacting businesses to obtain Internships and other assistance in this area)

Special Events (Planning/Setup/Cleanup for the Fall Frenzy Academy Recruitment Expo in November, the Video & Animation Festival in March, TechSouth Technology Expo in the spring, etc. Fall Frenzy is usually held on a Saturday and TechSouth during school hours.)

Food & Beverage Committee

Telephone Committee

We would like to thank you for your support and assistance.

Kit Becnel

AOIT Director

896-6675

Joel Hilbun

AOIT Co-Director

896-2811