

Additional Instruction Program (AIP) Rules and Guidelines

McEachern High School

General Rules and Guidelines:

1. AIP tutorials start promptly at 3:45 PM and will end at 5:00 PM on Tuesdays, and Thursdays in the Freshman Center. Locations for subject-area tutorial sessions are posted in the announcement case outside the Main Office in the Freshman Center. Students making up tests or doing other activities on campus may not come late to tutorials even with a pass. **No student will be admitted late to tutorial sessions and the Freshman Center outside doors will be locked.**
2. Students must bring textbooks and other materials indicated by their teachers on their ticket. Failure to do so may result in removal from the tutorial session.
3. Students must stay in their tutorial session the entire time – no leaving early. A student may choose to attend a tutorial session one day and the lab the next day, but there should be no switching rooms during the tutorial session. Students who do not stay the entire session may no longer be eligible for the AIP tutorial sessions.
4. Students who are removed from a tutorial session for disruptive or off-task behavior will no longer be eligible to participate in AIP tutorial sessions. Teachers will write the problem in the session at the bottom of the ticket and give Mr. Bishop the ticket at the end of the day. Mr. Bishop will contact the parent and remove the student from the AIP program.
5. Once tutorial sessions are over, all students not riding the bus must wait for their rides at the flagpole at the Performing Arts Center – not the Freshman Center parking lot.

Bus Transportation:

1. Students must obtain a Transportation Request Form from the Freshman Center office, fill it out, and obtain their parent's signature in order to be eligible to ride the bus home at 5:00 PM. Students who turned in a form last semester must turn in a new form Spring semester in order to be eligible to ride. Students who have never turned in a form must wait until Transportation has approved their request before riding the 5:00 PM bus, and **this approval process might take as long as two weeks.**
2. Students utilizing bus transportation must also receive a bus pass from their tutorial teacher in order to ride the bus. Students who have not been with their AIP tutor the entire tutorial time will not receive a bus pass.
3. Bus transportation at 5:00 PM is available to students participating in AIP program on **Tuesdays and Thursdays only**. Busses will load immediately at 5:00 PM, and the last bus should leave the school by approximately 5:05 PM. Attendance on the after school bus will be taken each day and bus passes will be verified by school staff.
4. Please note that AIP busses do not drop off students at their regular stops; instead, they typically drop students off at the entrance to the neighborhood or even at a nearby retail store (such as a Kroger parking lot) if necessary. These routes and drop-off sites are determined by the Cobb County Transportation Department, and McEachern High School has no part in such determinations.
5. ANY misbehavior on the bus may result in the student being removed from the bus for the rest of the semester.